

Instructions for Requesting Letters of Recommendations for Senior Dossiers

Please use the new outgoing letter that Dr. Sawyer updated in 2020.

TUSM is not accepting mailed-in dossiers due to COVID-19, and no word has been received if they will require hard copy documents after the pandemic is resolved. Receiving hard copy LORs is inefficient and can be a challenge at this time.

This version eliminates the request for any original hard copy letters be forwarded to your department's Chairperson or Manager assisting with the faculty's promotion dossier.

It also requests a scanned color copy of the Letter of Recommendation. This will provide a reasonable facsimile of the referee's letterhead instead of a black & white version being submitted to TUSM. A small detail but one that shows we respect the entire process and the CLINPAC Committee.

This letter may be edited for referees in any of the Referee Tracking template categories.

The standard, external, arm's-length language - (*"Of particular value to the Committee are remarks from individuals who have not worked closely with the candidate, or an "arm's length" assessment of the candidate's contributions."*) - may be omitted and replaced with one of the examples below:

- For referees that are colleagues:

"To determine how well Dr. CANDIDATE meets the criteria for the rank and track, I would appreciate your evaluation of his credentials in the form of a letter. An evaluation of a candidate by peers plays a key role in the appointment and promotions process."

- For Trainee/Mentee/Student referees:

"To determine how well Dr. CANDIDATE meets the criteria for the rank and track, I would appreciate a letter from you describing your experience as a trainee/mentee/student of Dr. CANDIDATE. Teaching evaluations are important in the appointment and promotions process."

Thank you for helping our faculty move their TUSM promotions forward.