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**Re: Promotion of Candidate’s Name to RANK at Tufts University School of Medicine**

Dear Dr. REFEREE,

Dr. CANDIDATE, who is a member of the faculty at Maine Medical Center, is being considered for a faculty promotion to the rank of RANK at the Tufts University School of Medicine (TUSM). TUSM is the principal academic affiliate for Maine Medical Center.

A critical part of TUSM’s promotions process is the solicitation of opinions from learned outside referees as to the candidate’s professional accomplishments, particularly as they relate to specific promotion criteria. Based on your expertise and significant accomplishments, our colleagues and I on the Clinical Faculty Appointment and Promotion Committee (CLINPAC) would greatly value your candid assessment in the form of a letter as to how well Dr. CANDIDATE meets the criteria for RANK. Of particular value to the Committee are remarks from individuals who have not worked closely with the candidate so that they may provide an “arm’s length” assessment of the candidate’s contributions to their field. Your assistance in this important process will be greatly appreciated.

Enclosed is a copy of Dr. CANDIDATE’S curriculum vitae, as well as the criteria used by the CLINPAC to evaluate candidates proposed for this rank. If you agree to provide the Committee with your assessment, I respectfully request that your letter be returned to me by **DEADLINE DATE**.

Please direct your correspondence to TUSM DEPARTMENT CHAIR, MD, Chair, Department of DEPARTMENT, Tufts Medical Center, however, **email a scanned color copy of your letter to me** as I am collating Dr. CANDIDATE’s portfolio for the Committee:

MMC DEPARTMENT CHAIR

MMC EMAIL ADDRESS

I recognize that I have just added another item to what I am sure is already a full plate.

I thank you in advance for your response.

Sincerely,

DEPARTMENT CHAIR

EMAIL ADDRESS