

Date

<Title> <First Name> <Last Name>  
<Job Title>  
<Department Name>  
<Address>  
<City>, <State> <Zip>

Dear Dr. <Last Name>:

The Department of <Department Name> in the School of Medicine of the Louisiana State University of Health Sciences Center in New Orleans is considering Dr. <Last Name> for advancement to ***Rank and Track, (with tenure)***. Dr. <Last Name> is currently a ***Rank and Track and has held this position since <Years In Position>***.

All proposals for advancement within the School of Medicine require letters of recommendation; the required sources of recommendation differ with the track and rank proposed for the candidate. You are being consulted to provide a frank and candid assessment of the scholarly and other professional accomplishments of Dr. <Last Name>. Our advancement review process considers not just the research and publication record of the candidate, but also his/her teaching, professional service and administrative accomplishments. Please comment on all areas of academic and professional responsibility for which you have substantive familiarity.

Of greatest importance is the stature of the candidate in his/her scientific or professional community. ***(If appropriate: Please comment on the quantity and quality of the candidate's research and on the publication and extramural funding record for his/her research program.)*** A specific and critical evaluation of the impact of his/her work will be more useful to the departmental and school committees than will general statements of praise. In particular, note whether or not the candidate would qualify for the same advancement at your institution or at others with which you are familiar. A copy of the candidate's Curriculum Vitae is enclosed for your review. Additionally, you may wish to review our guidelines and criteria for faculty advancement which can be referenced at [http://www.medschool.lsuhsu.edu/faculty\\_affairs/doc/af\\_policies\\_and\\_criteria.doc](http://www.medschool.lsuhsu.edu/faculty_affairs/doc/af_policies_and_criteria.doc)

I appreciate the time and effort that these academic considerations require and gratefully acknowledge the importance these considerations play in the establishment and sustenance of strong institutional programs. Please provide me with your response by ***<Response Date>*** so that we can comply with our institutional deadlines. You must provide your response on institutional letterhead, as original hard copy correspondence must be submitted with the original "promotions packet" for the candidate. Please note that while our Faculty Handbook states that letters of recommendation are added to the "packet" after the candidate has signed off on the promotions file, the candidate may have access to your correspondence upon specific request. Thank you for your effort.

Sincerely yours,

Department Head