



DATE

REFEREE NAME

REFEREE TITLE

REFEREE INSTITUTION

ADDRESS

Dear Dr. NAME,

The Department of DEPARTMENT at Tulane University School of Medicine is considering the APPOINTMENT/PROMOTION of CANDIDATE to the academic rank of RANK in the TRACK track. A critical component of Tulane's evaluation process includes obtaining input from impartial experts in the field. As the Chair of DEPARTMENT, I am writing to you as a recommended leader in your discipline to provide an honest and thoughtful assessment of Dr. CANDIDATE's contribution to her/his professional field in terms of scholarship, education, and service so we may measure their candidacy for APPOINTMENT/PROMOTION. We hope you will be able to assist us.

The guidelines and criteria for appointment and promotion at Tulane are posted online at: <https://medicine.tulane.edu/appointment-promotion/clinical-research-education-tracks/non-tenure-series>. Additionally, please see the enclosed copy of the candidate's CV and [REDACTED]. We would be grateful if you could provide us with your written assessment of their qualifications for APPOINTMENT/PROMOTION to the academic rank of RANK in the TRACK. Specifically, please include the following information:

- Confirm that you have not served as a mentor or supervisor to the candidate and have not collaborated on grants or publications within the last 5 years. If you have had any professional relationship with the candidate, please describe what that relationship was and how it assists in your assessment of the candidate.
- Assess the quality and significance of the candidate's scholarly production and their impact on their field as compared to others at this level.
- Rate whether this candidate would receive APPOINTMENT/PROMOTION for a similar position at your institution.
- Assess the candidate's potential as a present/future leader/mentor in their field.
- Finally, please summarize your background, experience, and expertise as it relates to making the above evaluations.

APPOINTMENT/PROMOTION is a significant consideration. Your assistance and those of other external reviewers is, therefore, of the greatest value to our overall evaluation. I would appreciate if you could respond to me by: DEADLINE. You may email a scanned letter and then mail the hard copy. If you are unable to complete this review by the above date, or if you have any questions, please let me know. We look forward to receiving your response.

Sincerely yours,

CHAIR OF DEPARTMENT

cc: Marie Krousel-Wood MD, MSPH, Professor of Medicine, Senior Associate Dean for Faculty Affairs