

New Hire at Advanced Rank | Clinician Track

Dear XXX:

The Department of XXX is considering Dr. XXX for possible appointment as RANK on the Clinician Track. The hiring policy requires that we consider advice of nationally and internationally known leaders in the field in forming our recommendation.

Because of your recognized expertise, we are requesting your assessment of Dr. XXX. In particular, we would like your opinion on the quality and significance of Dr. XXX's national reputation or international reputation related to the six competencies developed by the ACGME (listed in the attached track statement) and how the candidate compares with his/her/their peers in the field who are at similar stages of career development. In addition to those key elements, we strive to create an atmosphere where differences are valued and celebrated. As an institution where diversity fuels the advancement of knowledge, promotes improved patient care and fosters excellence, we also request your assessment of Dr. XXX's contributions to diversity, equity, and inclusion. Please evaluate Dr. XXX's accomplishments in light of our departmental guidelines, as described in the attached document **Clinician Track Statement**. To assist you in this endeavor, we have enclosed Dr. XXX's curriculum vitae and candidate's narrative statement. We request that you describe your relationship with the candidate in your letter.

Your letter will become part of Dr. XXX's dossier file. Minnesota Government Data Practices Act allows an employee complete access to the contents of that file upon request. Consequently, your letter would be made available to Dr. XXX – if he/she/they were to ask to see it.

Appointment to a faculty position is an important responsibility in the academic community. Therefore, my colleagues and I hope that we can rely upon you for assistance as we consider Dr. XXX's candidacy for RANK on the Clinician Track. To meet the University's schedule, we appreciate receiving your letter by XXX.

Thank you in advance for your help in this most important task to our Department, the Medical School, and the University. If you require additional information, please contact XXX.

Sincerely,

Name, Credentials

Department Head/Chair, Faculty Promotion Committee

Enclosures:

Curriculum Vitae

Candidate Narrative Statement

Clinician Track Statement