



MASSACHUSETTS
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Center for Faculty Development
Office for Clinical Careers
Office for Research Careers
- Graduate Student Division
- Post Doctoral Division
Office for Well-Being
Office for Women's Careers

[date]

RE: Reference Letter for the promotion of Faculty Member, MD, to Full Professor on the Clinical Educator track

Dear Dr. [NAME]:

I am pleased to provide an evaluation on the academic merit of Dr. Faculty Member who is being considered for promotion to the rank of Professor on the Clinical Educator track in the Department of [discipline] at [name of university]. I am supportive of her promotion. As I have no previous connection to Dr. Faculty Member, I list my qualifications below in order to provide context in my evaluation of her achievements.

[Paragraph describing letter writer's roles, clinical/research focus, nationally/internationally recognized expertise, publication record, leadership roles in professional societies, and awards.]

Dr. Faculty Member is a busy clinician treating [type of] patients. She is engaged in clinical trials as a PI, site PI, or co-investigator. In 20XX, she created a clinical trial center at [name of office/institution]. As a member of the [specific research] consortium, she was involved in a high-profile project published in *Nature Genetics* focused on [specific pathology], which identified [develop]. She has also made interesting observations and published on clinical entities, in particular [type of entity]. Her research has resulted in quite a number of publications, including papers from the [specific] consortium and clinical trials. Her h-index is ##.

Dr. Kovach is a member of key professional societies, including both the [name of each society]. She has been a [discipline] Board examiner for oral certification examinations for the past ## years as well as a member of the [specific] Committee. She serves as a reviewer for ## scholarly journals and has had ## speaking engagements both nationally and internationally from 20XX through this year, including at meetings of [2-3 names of prestigious societies].

Dr. Kovach demonstrates clear engagement in teaching. She founded the [name of] Fellowship at [name of university] in 20XX, both directing this program and serving as a mentor for those in the program. She also founded and presently directs the [name of university + discipline] rotation for all medical students, including international students. In particular, she has been a role model for women and has compiled a collection entitled *Name of Book* to inspire early-career faculty and medical students.

Harvard Medical School does not have a non-tenured Clinician track, so promotion to Professor is more rigorous in terms of scholarly work and national leadership. Dr. Faculty Member certainly meets

the scholarly expectations for promotion to Professor on the Clinical Education track at [name of university]. She is a dedicated clinician, researcher, and teacher with a strong commitment to furthering the education and achievements of her trainees. I give my full support to Dr. Faculty Member for promotion to Professor of Clinical [specific discipline] at [name of university].

If you have any questions or need further assistance, please do not hesitate to contact me.

Sincerely,