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*- Graduate Student Division*  
*- Post Doctoral Division*  
*Office for Well-Being*  
*Office for Women's Careers*

**TEMPLATE FOR LETTER OF RECOMMENDATION/EVALUATION  
OF FACULTY FOR PROMOTION AT OUTSIDE INSTITUTION**

RE: Dr. X's promotion consideration to \_\_\_\_\_ Professor of Ophthalmology

Dear Dr. A:

I am writing to support the promotion of Dr. X to \_\_\_\_\_ Professor of Ophthalmology at *institution*.

Before I comment on Dr. X's qualifications, I will briefly describe my own qualifications to write this evaluation. I am a *specialist in....*

I have known Dr. X for ## years *in this context...*

Clinically, Dr. X is a busy surgeon of *specialty*. S/he has a diversity of skills and interests in the field, ranging from *area* to *area*. His/her research interest in the *field of expertise* carries over into his/her clinical expertise as well.

You ask that I comment on the quality and significance of Dr. X's scholarly activity, his/her reputation, his/her record of teaching and advising, and how s/he compares with his/her peers in the field who are at similar stages of career development. <*Develop scholarly activity in this paragraph, emphasizing publications that reflect how s/he is impacting the field*>.

Regarding teaching, s/he is actively engaged ... <*give appropriate details*>

Dr. X has the clinical expertise, scholarly contributions, and reputation comparable to others in our field who are at the \_\_\_\_\_ Professor level. Given that his/her accomplishments are within the written promotion guidelines at <*our institution*>, I believe s/he would be a strong candidate for promotion at <*our institution*> on our "*name of*" track. I recommend that you proceed with the proposed promotion.

Sincerely,