[Date]

Committee on Promotions and Tenure

RE: [Full name, & Degree]  
[Current Rank]  
[Promotion Track]  
[Primary department/section – and joint appointments, if applicable]

Dear Promotions Committee Members:

The Promotions and Tenure Committee from the Department of [Department Name] has reviewed [Faculty Candidate Name] who is being considered for promotion to the rank of [Proposed Rank]. Our consensus recommendation is [details of committee recommendation]…

Scholarly Productivity
[Summarize the highlights of candidate accomplishments in this area. Include information regarding publication record, impact and quality of disseminated scholarly products, and how this work has impacted your field.]

Research Activities
[Summarize the highlights of candidate accomplishments in this area. Include information regarding intramural and extramural grant funding, area of research expertise, extramural invited presentations in area of expertise, and how the work has impacted scientific discovery in the field.]

Clinical Activities
[Summarize the highlights of candidate accomplishments in this area. Include information related to patient care, including evidence of exemplary clinical practice, development of an area of clinical expertise, and evidence of professional innovation in your field.]

Teaching and Educational Activities
[Summarize the highlights of candidate accomplishments in this area. Include information related to participation in undergraduate medical education, resident education, and/or CME education. Comment on teaching evaluations, leadership positions, and recognition of teaching accomplishments, where applicable.]

Service and Administration
[Summarize the highlights of candidate accomplishments in this area. Include information related to committee service at the local, regional, and national level. Discuss leadership roles, where applicable.]

Reputation
[Discuss the current reputation for this candidate at the local, regional, and/or national level, using examples of accomplishments that are reflected in the promotion portfolio to support the stated level of reputation.]

Sincerely,

Chair, Departmental Promotions Committee

cc: (include names of all Departmental Promotions Committee Members)