

MODEL LETTER I: APPOINTMENT OR PROMOTION TO ASSISTANT OR ASSOCIATE CLINICAL X PROFESSOR (SOM)

The following text must be included in solicitations of letters of evaluation for APPOINTMENT OR PROMOTION TO ASSISTANT OR ASSOCIATE CLINICAL X PROFESSOR.

Dear Dr. _____

The School of Medicine (SOM) at the University of California at Riverside has under consideration the appointment of Dr. _____ to **(ASSISTANT OR ASSOCIATE)** Professor of Clinical _____. We are seeking your assistance in providing an assessment of Dr. _____. Your letter should attest to all areas of review with which you are familiar, especially those of clinical competence and creative teaching activity. Attached is a copy of Dr. _____'s curriculum vitae for your reference.

In the Professor of Clinical X series, candidates are expected to contribute with distinction in the areas of teaching and professional competence, as well as to make significant contributions in the area of creative activity. Candidates are also expected to participate in University, public service and/or service to their profession. Excellence in and a devotion to teaching is required. Candidates are expected to have achieved stature in their field by virtue of their professional competence as a clinician and/or educators.

If possible, your letter should attest to all areas of review with which you are familiar, especially those involving teaching and patient care. Accordingly, I am writing to request that you provide me with your analysis and evaluation of Dr. _____'s contributions, with particular reference to their clinical teaching and patient care.

The University of California will keep your name and institutional affiliation confidential. When a faculty member requests to see letters in the file, pursuant to state law and University policy, the full text of the body of your letter will be provided to the candidate. However, any identifying information on the letterhead and within your signature block will be removed. In order to keep your identity confidential, you may want to avoid putting information in the body of your letter that would identify you. If you wish, you may provide a brief factual statement regarding your relationship to the faculty member as a separate attachment to your letter which we will not disclose to the candidate.

In those rare instances where a court or government agency seeks to compel the disclosure of the source of a confidential evaluation in University of California academic personnel files, it is the University practice to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law. The judicially mandated disclosure of the identify of confidential evaluations has been extremely rare at the University of California.

We recognize how much time and effort are involved in responding to this request, but please be assured that we place great importance upon your evaluation. Although we will be grateful for your response at any time, we hope that you can return your letter by (date) so that it can be included in the candidate's dossier. You can e-mail a copy of your letter to (email address).

attachment: Attachment E-8