# Research-Educator – Internal Solicitation Letter

**DATE**

**EVALUATOR’s NAME**

**ADDRESS**

Dear Dr. **NAME,**

I am writing to you as an internal evaluator to request a letter of evaluation for **NAME**,Research **ASSISTANT/ASSOCIATE** Professor, Department of **NAME**, the University at Buffalo Jacobs School of Medicine and Biomedical Sciences, who is being considered for **PROMOTION/ APPOINTMENT** to the rank of Research **ASSOCIATE PROFESSOR/PROFESSOR**. Evaluations from colleagues are a critical component of the promotion process.

**In the case of appointment confirmation:** The University at Buffalo expects its promotion committees to consider ‘internal’ assessments by faculty in the candidate’s former department or university.

Research scholarship and teaching are major accomplishments expected at the Research rank. Service activities are expected to be at least meritorious. Based upon the enclosed background material and your knowledge of the candidate's accomplishments, it would be most valuable for you to address the following topics:

1. Has the candidate demonstrated a continuous high level of performance as a researcher and scholar? Please comment on the candidate's contributions to the advancement of knowledge in the field, on the quality, originality and relevance of the candidate's contributions to the research enterprise. Are their contributions considered to be independent or mainly collaborative in nature?
2. Is there evidence of the likelihood that research productivity will continue?
3. Are the candidate’s contributions as a principal investigator or co-investigator on research grants what would be expected for their rank? These may include community and practice-based collaborations, clinical trials and industry-sponsored research.
4. Is their research independent?
5. Is their scholarly reputation evidenced by a record of presenting their research to colleagues at professional meetings, or by invited lectures/seminars/visiting professorships?
6. How would you rate the candidate's contributions to UB’s educational mission? Please comment on the candidate's effectiveness in: teaching or training students, residents and fellows; serving as course/program director; serving on educational panels/committees.
7. Does the candidate participate effectively in professional service and University activities? Examples of this would include participation or leadership in local, regional and national professional societies; membership on a study section or other national grant review bodies; recognition as a regional or national consultant; editorial board membership or review activities for journals; election/appointment to major positions within the institution.

Your personal insights regarding the candidate are particularly valued and you are encouraged to share these.

Included with this letter are the candidate’s CV and Personal Statement.

It would be most helpful if I received your letter by **DATE**.

Please address your letter to:

**CHAIR’S NAME**

**ADDRESS**

Please e-mail a PDF of your signed letter to **NAME** at **EMAIL ADDRESS,** who is assembling the dossier, and include your completed ***Confidentiality Statement* form.** This form allows you to give or withhold permission for the candidate to read your letter or know your identity. If this form is not included with your letter, it will be assumed that your identity and letter contents are to be withheld from the candidate.

Please confirm whether or not you will write a letter at this time, so that I can plan accordingly.

Thank you for your time and attention to this request. I look forward to receiving your letter.

Please contact me if you wish additional information or require more time to respond to this request.

Sincerely,

**NAME**

Professor and Chair

**DEPARTMENT**

Attachments:

CV

Personal Statement

*Confidentiality Statement* form