

**FORM LETTER FOR REQUESTING LETTERS OF SUPPORT
FOR FULL TIME JUNIOR LEVEL FACULTY PROMOTION**

Case Western Reserve University School of Medicine
All materials to: Office of Faculty Affairs and Human Resources
School of Medicine, W171, location code 4915
Fax: 216/368-3013

MS Word Export To Multiple PDF Files Software - Please purchase license.

Date: _____

To: _____

From: Patty Urbon, Office of Faculty Affairs and Human Resources, Case Western Reserve University
School of Medicine

Three letters of support, solicited by the department should be gathered for the promotion. These letters may be from colleagues, medical student, graduate students or residents and should be appropriate to the candidates focus and relevant to the activity on which the promotion is based.

_____ [name of promotion candidate] _____ is under consideration for promotion in rank. You are being asked to provide a letter of support evaluating the candidate's _____ [primary faculty activity upon which the promotion is based] _____ activities and other contributions. Your candid assessment, including both positive and negative aspects, will be extremely helpful to the evaluation process. The most helpful assessments will be those that describe specifically the candidate's role, the extent and duration of your relationship, give specific instances of his/her degree of effectiveness, and compare him/her with other faculty members you have known. Your comments will be shared only with those appropriately involved in the promotion process and will remain confidential to the extent permitted by law.

Please provide your comments, which may be handwritten, in the space below or on a separate sheet. Please return your letter to me either by fax (216-368-3013), email (patricia.urbon@case.edu) or first class mail to Office of Faculty Affairs and Human Resources, Case Western Reserve University School of Medicine, 10900 Euclid Avenue, Cleveland, Ohio, 44106-4915. Your letter should be received no later than ____ [date] _____.

For promotions to be made effective July 1, the date for letter submission should be February 28; for promotions to be made effective January 1, the date for letter submission should be September 30.