



Upstate Medical University College of Medicine requires three extramural evaluations to be solicited by the Department Chair. These letters are required by the Dean and the College of Medicine Faculty Appointment and Promotions Committee and they assist in the assessment of the candidate's academic credentials.

These letters must:

- be solicited from faculty holding academic rank at or above the rank under consideration for the candidate's promotion at non-Upstate institutions;
- have no more than two solicited from faculty who have had collaborative engagement with the candidate up to three years prior to consideration for promotion and/or tenure; and
- not be solicited from faculty who have had collaborative engagement with the candidate within three years of the candidate's consideration for promotion and/or tenure.

Extramural letter writers may not be familiar with the Upstate College of Medicine standards and criteria for promotion and tenure. Please review the Guides for promotion for Associate, Professor, and Tenure for more information.

#### **Template**

- Succinctly explain what this letter is about. For example, "It is my honor to provide an extramural letter for the promotion (and/or tenure) of ...."
- Include a brief description of your institution, position and role.
- State your relationship, if any, with the faculty candidate for promotion.
- Highlight CV and portfolio accomplishments relevant to the promotion.
- Summarize your recommendations and state whether you believe the candidate should be promoted. You may include a statement regarding the candidate's likelihood of promotion at your institution.

#### **Tips**

- Briefly review the promotion dossier of the faculty candidate and determine if you feel comfortable providing an honest review. If you know the faculty member well, you may want to recuse yourself. If you do not fit the requirements, for example, if you provide mentorship to the faculty candidate or have collaborated within the last three years, please recuse yourself.
- Review the institutional guidelines of your own and the faculty member's institution so that you are comfortable stating whether the faculty meets either or both.
- Review the materials and create a list of highlights that meet or do not meet criteria.
- Develop, use, and save your own letter template based on the above guide.
- Use professional stationery.
- Minimize repetition and lists from the faculty candidate's CV.