



Guide for External Evaluator Letter Writers

Upstate Medical University Norton College of Medicine requires extramural (also called external) evaluations, solicited by the Department Chair. These letters assist in assessing faculty candidates' academic credentials.

Letter writers must meet our requirements for arm's length relationships with the promotion candidate. Please review [this form](#) and check for any conflicts of interest. Please return it with your letter. For questions, please contact the Department Chair's office.

To familiarize yourself with the Norton College of Medicine Promotion Criteria, please review the Promotion Guides for [Associate](#), [Professor](#), and [Tenure](#) for more information. Additional information may be found on our site for [Resources for Letter Writers](#).

GUIDELINES FOR LETTER WRITERS FOR CONTENT:

- 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. However, this is not necessary.

TIPS FOR LETTER WRITERS

- 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 provided mentorship to the faculty candidate or have collaborated within the last three years, please recuse yourself.
- Review the institutional guidelines of the Norton College of Medicine so that you are comfortable stating whether the faculty candidate meets criteria.
- Use professional stationery and/or provide details of your credentials.
- Minimize repetition and lists from the faculty candidate's CV.

Thank you for your participation in our promotion and tenure process. Your contribution is important to us and we value your time and commitment.