

Suggested Department Chair/Division Chief Letter to External Referees for Mid-Course Review

Dear Dr.

The Department of _____ of the University of Pittsburgh School of Medicine is conducting a peer review of Dr. _____, Assistant/Associate Professor of _____. The purpose of this review is to provide meaningful feedback to our departmental committee and to Dr. _____ regarding his/her progress toward fulfilling the requirements for tenure. This review is being conducted in accord with the University of Pittsburgh School of Medicine policy, ["Mid-Course Review of Tenure Candidates"](#).

We would very much appreciate your opinion of Dr. _____'s qualifications and progress. We would specifically value your candid appraisal of the candidate's strengths and weaknesses in the areas of research, funding and publication record, teaching, clinical and administrative service. The request should include an analytic review of the faculty member's research, particularly in cases where there is minimal or no grant support. We also would appreciate your specific recommendations which may increase Dr. _____'s probability of meeting the criteria for conferral of tenure. All reviewers' comments will be shared anonymously with the candidate in summary form.

Enclosed for your review are Dr. _____'s current curriculum vitae and bibliography and a copy of the School's guidelines and criteria for appointment, promotion, and tenure. We would appreciate your response within _____. You may fax your letter to _____ or e-mail to _____.

Many thanks for your willingness to assist us in this important activity.

Sincerely,

Department Chair/Division Chief Signature