

Dear Dr. ,

The Division of _____ at the UAB Department of Pediatrics plans to propose Dr. _____ for promotion to the rank of _____ Professor. [*tenure earning*]

Our proposal will be supported primarily on the basis of Dr. _____'s [*research, teaching, service*] activities. Dr. _____ is [*a non tenure earning*] faculty, therefore, excellence in [*one*] of our three core missions (research, teaching, service) is the standard for promotion in the Department of Pediatrics. A copy of the School of Medicine guidelines for promotion and award of tenure are enclosed

Institutional policy requires that intramural and extramural evaluations of proposed candidates be obtained from persons who have had significant contact with the candidate or who are authorities in their field. Accordingly, I request that you provide me with an evaluation of Dr. _____, focusing on, but not limited to, the areas mentioned above.

In your letter please state that you are evaluating Dr. _____ for promotion to the rank of *Associate* Professor. It would also be helpful to the reviewers to know how Dr. _____ compares with faculty at your institution who have been awarded promotion to *Associate* Professor. To aid with your evaluation, I have attached a copy of Dr. _____'s curriculum vita.

I recognize how much of your time and effort is needed to respond to this request, but I assure you that your evaluation is of great importance. In order to meet the various deadlines associated with this process, I am requesting your letter of evaluation by January 15, 2015. Your letter should be addressed to me. Please then scan and email a copy of your letter to me at cmallette@peds.uab.edu, followed by mailing the original letter to the address noted below.

Please contact me with any questions or concerns. If you cannot meet the deadline or do not feel you are in a position to evaluate Dr. _____, I need to know this information as soon as possible.

Many thanks for your input and assistance.

Sincerely,

UAB Department of Pediatrics

Return Address:

UAB Department of Pediatrics
Attn: Clare Mallette
1600 7th Avenue South, ACC 608
Birmingham, AL 35233