Dear Name of Letter Writer,

I am writing to ask you to evaluate Name of Candidate, Degree(s), current academic rank for promotion to [**select**] Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor in the Department of Pediatrics, Division of Field, at the University of Washington School of Medicine on the Clinical Faculty/Academic Clinician track. Your letter will be used in the Departmental, School and University reviews.

Enclosed are the guidelines for promotion on the Academic Clinician track. We are interested in your evaluation of Dr. Name of Candidate’s professionalism, accomplishments and their local as well as regional responsibilities.

Accomplishments should be considered in the following areas:

* *Professionalism*: Meet expectation for professionalism? The policy and expectation of UW Medicine and the Department of Pediatrics is that all faculty conduct themselves with professionalism, dignity, and respect in their interactions with patients, students, members of the public, and each other. Professionalism includes demonstration of excellence, humanism, accountability and commitment to altruism in all work interactions and responsibilities.
* *Clinical Service*: Demonstrate excellence in clinical care?
* *Teaching*: Demonstrate excellence in teaching?
* *Administration*: Have administrative responsibilities? If so, have important accomplishments been achieved?
* *Scholarship/Research*: Scholarly activity is optional in the Academic Clinician track, but any contributions in this area are valued and part of the assessment for promotion.

I have enclosed a copy of Dr. Name of Candidate’s CV, Self-Assessment, and Teaching Evaluations.

Your signed and dated letter must be on letterhead, addressed to Dr. Leslie Walker-Harding as indicated below, and submitted via PDF format to UWPedsFA@seattlechildrens.org. Mailing the original letter is not necessary. ***NOTE: Letters of Recommendations should state the candidate’s promotable title, not the track name*** *– EX: I recommend Name for promotion to [select: Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor] in the Department of Pediatrics, Division of Field at the University of Washington.*

Leslie R. Walker-Harding, MD, FAAP, FSAHM

Professor and Ford/Morgan Endowed Chair, Department of Pediatrics

Associate Dean, University of Washington School of Medicine

Chief Academic Officer and Senior Vice President, Seattle Children's Hospital

Seattle Children’s Hospital

4800 Sand Point Way NE, CSB-100

Seattle, WA 98105

I realize that writing letters of evaluation is an imposition on your time, but I appreciate your consideration of this request as the opinions of referees are a necessary and valued part of the University of Washington’s promotion process. Dr. Walker-Harding looks forward to receiving your response no later than date.

Thank you in advance for your response.

Sincerely,

*Division Head’s signature block*

*Under University of Washington policy your letter is part of the official personnel file and will be held in confidence. While not given access to it, the candidate and/or members of the public, upon formal request in accordance with the Washington State Public Records law, may be provided excerpts of all such confidential evaluations in the review file without disclosure of the identification of the evaluators.*

*Interpretations by the courts of the Washington State Public Disclosure law have held that external letters of evaluation sought in the normal course of promotion reviews are exempt from disclosure. The University treats these letters as internal confidential documents and does not release them to the candidate nor others outside of faculty and administrators directly involved in the decision process. We commit to retain your evaluation in such confidence, except to the extent we are required to disclose its contents by adjudication or court order, and even then, we will make every effort to protect your personal identity.*

Attachments:

Academic Clinician Promotion Guidelines

CV

Self-Assessment (*remove if not included*)

Teaching Evaluations (*remove if not included*)