Dear:

Dr. .... is being considered for promotion to the rank of……….. with tenure *(or not if the application is just for promotion).* I am hoping that you would agree to submit an outside expert review of Dr…'s academic accomplishments. Her/his curriculum vitae and University of Toledo/College of Medicine’s promotion guidelines are enclosed for your review. Please consider this material confidential. If you decide you are unable to provide a review, please dispose of these materials properly.

If you agree to provide a review*,* please: (1) clearly identify the nature and duration of any professional, personal, or other association you have had or currently have with Dr. ......; (2) frankly summarize and then evaluateher/his strengths and weaknesses in scholarly activity, including research, teaching and service and (3) state whether or not Dr…………. would be promoted at your institution to the rank of ----------------- and awarded tenure.

It is the policy of the University of Toledo to limit access to letters of evaluation to persons directly involved in the appointment process. However, under the Ohio Public Records Act all documents related to appointments, including letters of evaluation may be considered public records. Thus, we cannot promise confidentiality

We appreciate your critical analysis and if you have additional questions, please do not hesitate to us at --------------------------------