

# UW Department of Pediatrics

## Letter of Recommendation Instructions

### Academic Clinician

#### OBJECTIVE

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*To paint an overall picture of your experience, capabilities, strengths, characteristics, and professional promise from a third-person perspective.*

#### GENERAL

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All letters of recommendation (LORs) submitted to the Department Chair are included in the promotion dossier.

#### FACULTY CANDIDATE (WITH DIVISION HEAD'S INPUT)

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Select potential letter writers who:

- are greater or equal in academic rank for which the candidate is being considered.
- will provide a fair assessment of the candidate's service, including how the candidate fulfills specific departmental guidelines for promotion. *The Division Head may reach out to the prospective letter writer to confirm their willingness to provide a favorable letter and ability to submit their letter **before** the due date.*

Request the following number of LORs based on the candidate's **proposed** rank for promotion:

Promotion to	Internal <sup>1</sup>	External <sup>2</sup>	Total <sup>3</sup>
Clinical Assistant Professor	2	0	2
Clinical Associate Professor	1	1	2
Clinical Professor	1	1	2

<sup>1</sup> Within the candidate's division

<sup>2</sup> Outside of the candidate's division but within UW, Seattle Children's, FHCC

<sup>3</sup> Total does NOT include letters from the Division Head and Department Chair

#### DIVISION ADMINISTRATIVE STAFF

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1. Prepare the LOR requests using the "LOR Solicitation Request Email – AC" template.
  - Edit and remove **all** highlighted areas to complete the solicitation.
  - Select the "rank" for which promotion is being considered for the candidate.

2. Distribute the prepared request to the letter writer, attaching the following documents for review.
  - Academic Clinician Promotion Guidelines
  - Candidate's CV
  - Candidate's Self-Assessments (*optional, remove this request if not included*)
  - Candidate's Teaching Evaluations (*optional, remove this request if not included*)
3. Prepare the list of **all** solicited internal and external letter writers, under the [LOR Contact List](#) tab of the "Promotions Contact List AC" Excel spreadsheet. Submit to Faculty Affairs Team at [UWPedsFA@seattlechildrens.org](mailto:UWPedsFA@seattlechildrens.org) once the letter writers have been solicited.

## FACULTY AFFAIRS TEAM

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The Faculty Affairs Team will track the requests and provide status updates to the Division Administrative Staff as well as communicate with the Division Head if there are problems.