

UW DEPARTMENT OF PEDIATRICS
LETTER OF RECOMMENDATION INSTRUCTIONS
ACADEMIC CLINICIANS

OBJECTIVE

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

GENERAL

All letters of recommendation (LORs) received by the Department Chair must be included in the promotions package.

DIVISION HEAD AND FACULTY CANDIDATE

- Select (with input from the candidate) potential letter writers who:
 - Are greater or equal in academic rank for which the candidate is being considered.
 - Will provide a fair evaluation of the candidate’s service including how the candidate meets specific departmental guidelines for promotion. *(Prior to requesting an LOR, the Division Head may contact the potential letter writer for their willingness to write a favorable letter **before** the due date.)*
- Request the following number of LORs based on **proposed rank** for the candidate:

<i>Promotion to</i>	<i>Internal</i> ¹	<i>External</i> ²	<i>Total</i> ³
Clinical Assistant Professor	3	0	3
Clinical Associate Professor	3	1	4
Clinical Professor	3	2	5

¹ Within the candidate’s division

² Outside of the candidate’s division but within UW, Seattle Children’s, FHCRC

³ Total does NOT include letters from the Division Head and Department Chair

DIVISION ADMINISTRATIVE STAFF

1. Prepare the LOR requests by 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. Submit to UWPedsFA@seattlechildrens.org the list of all solicited letter writers using the "Promotions Contact List" to include the following:
 - Name of each letter writer, their title/academic rank, and email address
 - Name of the letter writer's assistant and email address (*optional*)

FACULTY AFFAIRS STAFF

Track the requests and provide status updates to the Division Administrative Staff as well as communicating with the Division Head if there are problems.