

UW Department of Pediatrics

Letters of Recommendation Instructions for Mandatory | Non-Mandatory Promotions

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.

Faculty Affairs team will request your Letter of Recommendation writers **following** notification of the Department Chair's decision to proceed with the promotions process (*after the Departmental Promotions Committee initial review*).

FACULTY CANDIDATE (WITH DIVISION HEAD'S INPUT) – STEP 1 of 2: SELECTING

The Faculty Candidate, with input from the Division Head, selects 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 **no more than four (4) letters** (not including the letters from the Division Head and Department Chair).

- **A maximum of one letter must be internal** from faculty within the Department of Pediatrics.
 - If 25% or more of the candidate's time is administrative, the internal letter must come from the person to whom the faculty member is accountable for that activity.
- Promotion to **Associate Professor of Clinical Practice only - Three letters** may be from reviewers **external to the department**, but **internal** to the University of Washington.
- **All other promotions - a maximum of three letters must be external** (*i.e., from outside the State of Washington*). External letter submissions must include the External Referee Form, which will be provided to the letter writer via a confidential and secure website.
 - **External letters must be "NOTA"** (None of the Above).

- **Who could be considered a NOTA?** If a writer:
 - is an incidental co-author on a multi-authored consortium publication, **or**
 - is not a present or past colleague, supervisor, mentor, co-investigator on any grant, collaborator on any publications, a friend or relative.

Prepare the “SOM LOR Reviewer Grid” Excel spreadsheet with the following information:

- | | |
|---|---|
| • Name of letter writer | • Their qualifications/expertise in the field |
| • Email | • Who provided this suggestion |
| • Title and/or Academic Rank | • Relationship to you |
| • Institution, including Division or Department | • Note as “arms-length” reviewer or not |
| | • Comments for their selection |

Brown highlighted columns are for the Faculty Affairs team’s use (do not complete these columns). Submit this spreadsheet to UWPedsFA@seattlechildrens.org by the specified deadline.

FACULTY CANDIDATE – STEP 2 of 2: INTERFOLIO SUBMISSION

You are responsible for uploading the information presented on this form into Interfolio RPT. **It is important not to overlook this step.** Failure to complete this step in a timely manner will prevent your promotion packet from advancing, and the Promotions Committee will be unable to review your documents. *In essence, your promotion stops if you stop.*

FACULTY AFFAIRS TEAM

The Faculty Affairs team will solicit the letter writers **after** the 1st Promotions Committee’s review and as soon as all necessary promotion parameters are met. The Faculty Affairs Specialist will track and follow up requests or responses and will communicate with the Faculty Candidate and Division Head if there are problems.