

ART Addendum 1:

Letter of Evaluation Request Part 1 – *Expert in Field; not known to candidate*

Date (dated within 6 months of due date for promotion packets)

Dr. **Name of Proposed Letter Writer**

Address

City, State, Zip Code

Re: Letter of Evaluation for Dr. **Candidate**

Dear Dr. **Name**:

Dr. **Candidate**, an **Associate/Assistant Professor** in the Department of **Specialty Name** is being considered for promotion from **Assistant/Associate Professor** to **Associate/Professor** of **Specialty** at Loyola University Chicago. Given your reputation and standing in the field of **Specialty**, would you be willing to review Dr. **Candidate's** curriculum vitae and write a letter of evaluation of **his/her** research program, national and international stature as a scientist, and potential for acquiring continued external grant support? This evaluation letter would need to be submitted on letterhead with your signature no later than **Date**.

Thank you for your consideration of this request. Please respond to this e-mail with your decision and I will forward the necessary documents for your review.

Thank you for your consideration of this request,

Chairman's Name

Title

Department of **Specialty**

Loyola University Chicago

***Yellow highlights indicate personalized fields**

ART Addendum 2:

Letter of Evaluation Request Part 2 – *Expert in Field; not known to candidate*

Date

Dr. Name of Letter Writer

Address

City, State, Zip Code

Re: Letter of Evaluation for Dr. Candidate

Dear Dr. Name:

Thank you for agreeing to evaluate Dr. Name for promotion from Assistant/Associate Professor to Associate Professor/Full Professor of Specialty at Loyola University Chicago. Included with this communication is Dr. Name's curriculum vitae, a research statement, and a PDF of two recent publications. Please review these documents and write a letter of evaluation addressed to my attention by date.

Following are suggested areas of assessment to include in your letter:

- Dr. Name's research program and the impact of their research program on the scientific community;
- Potential for acquiring continued external grant support after promotion;
- Any other academic contributions, including teaching, and department, university and community service;
- A short summary about whether Dr. NAME would merit tenure at your institution with specific achievements that support your assessment.
- Assessment of whether Dr. NAME's research and recognition in the scientific community has resulted in their being regarded as a well-recognized scholar in their area of research. Evidence for this includes the quality of the candidate's scholastic contributions, invitations to speak at meetings, lead meetings and/or service on grant review panels.

When returning your evaluation of Dr. Candidate, please provide a copy of your current CV or a NIH biosketch for our reviewers.

Thank you for taking time to review these documents. Your time and efforts are greatly appreciated.

Chairman's Name

Title

Department of Specialty

Loyola University Chicago