March 8, 2012

Dear Doctor:

The academic community at Loyola University Chicago Health Sciences Division’s Stritch School of Medicine (SSOM) is pleased that you are applying to join the faculty. Formal appointment to the faculty of SSOM requires a review of your academic and professional credentials by the SSOM’s Committee on Academic Rank and Tenure (CART). In order to proceed with CART’s review of a proposed academic appointment, we ask that the following be submitted:

Academic Faculty Application – this can be completed electronically on-line at [http://www.luc.edu/academicaffairs/pdfs/newfacappl.pdf](http://www.luc.edu/academicaffairs/pdfs/newfacappl.pdf). Please print the completed application, sign it, and return it in the enclosed self-addressed stamped envelope. A non-electronic version of the application is included in the packet for your convenience.

Three letters of recommendation are to be provided and must address criteria for appointment from relevant criteria as follows:

- Accomplishments, quality, and goals of the candidate’s academic career
- Teaching ability
- Scholarly aptitude
- Technical proficiency, clinical knowledge, and clinical judgement
- Collegiality
- Reliability/dependability
- Clinical skills
- Patient rapport
- Communication skills
- Ethics

The letters must be submitted by colleagues in your discipline or specialty area who are at or above your current academic rank. For applicants who are currently not practicing in an academic setting, three letters are again required, at least two of which must be provided by individuals outside your current practice group and who can address the criteria as described. Enclosed are three self-addressed stamped envelopes along with brief instructions to assist those who will provide your academic/professional letters of recommendation.

If you have any questions related to the above criteria as it relates to your faculty appointment, please don’t hesitate to contact Dr. Department Chair, phone number
Instructions for Academic/Professional Reference

Thank you for agreeing to provide a letter of recommendation for Dr. ________________ who is applying for an academic appointment at the Loyola University Chicago Leath Sciences Division’s Stritch School of Medicine. Attached is a self-addressed stamped envelope for you to return your letter of recommendation to Chair Name. The letter must appear on institutional or professional letterhead, be addressed to ________________ and be signed. Alternatively, you may send a signed “.pdf” version of the document.

In composing your letter, it is important that the following be addressed:

➢ Your relationship to the candidate and the time period over which you have interacted.
➢ Accomplishments, quality, and goals of the candidate’s academic career
➢ Teaching ability
➢ Scholarly aptitude
➢ Technical proficiency, clinical knowledge, and clinical judgement
➢ Collegiality
➢ Reliability/dependability
➢ Clinical skills
➢ Patient rapport
➢ Communication skills
➢ Ethics

Thank you.