Date

Dear Peer Reviewer:

Dr. XX , RANK/TITLE in the Department of YY at Virginia Commonwealth University School of Medicine, is under consideration for a (promotion or tenure or promotion with tenure). In evaluating a candidate for such an action, the University considers the judgments of known leaders in the candidate's field. We would very much appreciate your assistance in providing us with a candid and confidential evaluation of Dr. XX’s academic work, scholarship, and service.

To assist you in this task, the following materials are attached:

* Curriculum Vitae
* VCU and School of Medicine Faculty Promotion and Tenure Policy and Procedures (Effective July 1, 2014) – pages 7-13

Please evaluate Dr. XX’s qualifications for this action with respect to the following possible criteria:

Quality and significance of teaching and research

Reputation as an independent scholar or investigator

Promise of growth and continued productivity

Other professionally noteworthy achievements and service commitments

Comparison with other scholars in the field of who are at approximately the same stage in their careers

Given your assessment of Dr. XX, would you recommend this faculty member for the above action? In order to expedite our deliberations, we look forward to receiving your evaluation by DATE. If for any reason you will be unable to provide an evaluation or cannot evaluate Dr. XX within this timeframe, please contact me as soon as possible.

Thank you very much for your generous assistance in assessing Dr. XX’s accomplishments. Please return your recommendation letter to ZZ via email at ZZ@vcuhealth.org or to Box ZZ, Richmond, Virginia 23298.

Sincerely,

NAME.

Chair, Peer Review Committee

RANK