

**Template for Departmental Request
For Letters of Recommendation for Appointment**

Date: _____

Address to:

Candidate's Reference
Address
City, State, zip

**RE: (Candidate)
Cooper Medical School of Rowan University Faculty Promotion**

Dear Dr. _____:

Dr. _____ is currently seeking academic appointment at the Cooper Medical School of Rowan University to (rank) . Dr. _____ has given us your name as someone who may be willing to write a letter of support for this appointment.

We suggest you follow the following outline for your appointment letter:

Opening Paragraph: Indicate your support for the candidate, what academic rank the candidate is seeking and how well you know the candidate's abilities. This letter can begin as follows: ***It is with pleasure that I write this recommendation letter for _____, for appointment as _____, coterminous, non-tenure track, at Cooper Medical School of Rowan University.***

Next: Briefly review the candidate's pre-faculty academic years (medical school, residency, fellowship) with attention to awards, accomplishments and achievements

Next: Discuss the clinical teaching, lecturing abilities and educational abilities of the candidate with attention to significant academic development. Note awards and accomplishments as well as any curriculum development.

Next: Review the candidate's research and scholarly accomplishments. If needed, emphasize abstracts, works in progress, grant submissions, invited lectures, invited panelists, etc. This is a critical part of the letter.

Final: Summarize your support for the candidate. Remark on their educational and academic abilities and potential and note for the committee the special characteristics of the candidate. Again, your final paragraph should include wording such as: ***In summary, I support Dr. _____'s appointment to _____ at Cooper Medical School of Rowan University.***

Please find attached the CV from the candidate for your perusal.

We appreciate your taking the time to assist us with this evaluation. We need your response at your earliest convenience. Needless to say, your comments will be kept confidential during the review process. Again, please be sure you have stated your current academic title and Dr. _____'s proposed rank in your letter.

Please address your letter to me. Again, thank you for your help.

Sincerely,

Chair, Department of _____