

## Evaluator information:

### Evaluator requirements: **(IMPORTANT – please read)**

- External evaluators should be peers who are generally acknowledged experts in your field and who do not have a close relationship with you. Letters may not be from research collaborators, co-authors, pre-doctoral and post-doctoral advisors, residency directors, and fellowship advisors. If such letters are received, they must be included in the nomination packet but will not count toward satisfying the required number of letters.
  - Please submit evaluators from a variety of institutions. Evaluators should not be from the candidate's previous institutions.
- Internal evaluators must be from outside your home department but can be from other SOM departments. The same rules apply as above re: relationship.
  - If the candidate has a joint appointment outside the SOM, a letter of evaluation from the chair of the department or dean of that school must be included with your packet. This letter will not count toward the minimum number of required internal letters.
  - Chairs may not serve as internal evaluators.
- include contact information for all evaluators
  - name, address, email, phone
  - include rank and title
- include a brief biosketch about the person (2 – 3 sentences) – for internal & external evaluators
- include a brief relationship statement (1 – 2 sentences) for all internal & external evaluators
  - specifically state how you know the person
  - if there is no direct relationship, state that but also include how you are aware of the person's expertise in the field
    - Did you hear the person speak at a conference?
    - Have you followed the person's research over the years?
- Candidates should NOT contact the evaluators.
- Evaluators must be at or above the rank of your proposed promotion.
- Candidates are encouraged to submit more than the required number of evaluators.

## Requirements for evaluator letters:

Professor/Tenure	Associate Professor, Tenure (or Tenure Track)
<b>Required: 8 total</b> At least <b>6 external &amp; 2 internal total.</b> (full professors outside home department)	<b>Required: 8 total</b> At least <b>6 external letters;</b> Internal recommended but not required for promotions
<i>Provide 10 external and 3 internal names</i>	<i>Provide 10 names and 2 internal names</i>

*Please also provide 3 additional names for potential evaluators in the event extra letters are needed for your packet.*

**Please see template below for formatting of your internal and external list as well as additional potential external evaluators.**

## **Internal and External Evaluators**

**John Smith, M.D.**

**Division of Cardiology**

*(Put evaluators' names in alphabetical order in each group. Below is an example of the order of the evaluators as well as format samples for the entries.)*

### **External Evaluators**

**Howard W. Staley, M.D., Ph.D.**

Professor of Medicine and Chair, Department of Medicine

University of Someplace

2222 New York Avenue

New York, NY 14578

Telephone: 222-222-2222

Fax: 222-222-2222

e-mail: [hstaley@uosp.edu](mailto:hstaley@uosp.edu)

Dr. Staley is Somebody Professor of the Theory and Practice of Medicine at Someplace Medical School, Chairman of the Department of Medicine, and Physician-in-Chief at Somewhere Hospital. Dr. Staley is recognized as an outstanding cardiovascular scientist and clinician. He has received many awards including the Clinician-Scientist Award, the Distinguished Scientist Award, and the Research Achievement Award from the American Heart Association, the Research Career Development Award from the NIH, the George W. Thorn Award for Excellence in Teaching at Somewhere Hospital, Educator of the Year Award in Clinical Medicine from Somewhere University, the Glaxo Cardiovascular Research Award, the Outstanding Investigator Prize from the International Society for Heart Research, and election to the American Society for Clinical Investigation, the Association of American Physicians, and the Institute of Medicine of the National Academy of Sciences.

Dr. Staley has presented at national meetings that Dr. Smith has attended, but Dr. Smith has no direct relationship with Dr. Staley.

### **Internal Evaluators**

**David A. Waters, M.D.**

Professor of Medicine

Chief of Nuclear Cardiology

University of Somewhere

1111 San Francisco Avenue

San Francisco, CA

Telephone: 111-111-1111  
Fax: 111-111-1111  
e-mail: [dwaters@uosw.edu](mailto:dwaters@uosw.edu)

Dr. Waters' goals as Chief of Nuclear Cardiology are to expand and develop new clinical services for patients with cardiovascular disease while strengthening research programs to advance the understanding and therapy of cardiovascular disease. Dr. Waters has been honored for his scientific contributions and received the Ken Bowman Research Achievement Award from the University of Somewhere. An international recognized expert on heat shock proteins and stress response pathways, Dr. Waters and his colleagues have performed seminal studies to elucidate the molecular mechanisms underlying ischemic cardioprotection, and, more recently, inheritable protein aggregation cardiomyopathy and redox signaling pathways.

Dr. Smith met Dr. Waters at several national scientific meetings, but has no direct relationship with him.

**Additional Potential Evaluators:**

**Lila Smith, M.D.**

Professor of Medicine  
University of Somewhere  
1111 San Francisco Avenue  
San Francisco, CA  
Telephone: 111-111-1111  
Fax: 111-111-1111  
e-mail: [lsmith@uosw.edu](mailto:lsmith@uosw.edu)