Date

Dr. Gillian Hawker

Chair, Department of Medicine

University of Toronto, Department of Medicine

RFE 3-805, 190 Elizabeth St.

Toronto, ON M5G 2C4

**Re: Candidate name**

**Dear Dr. Hawker**,

I am pleased to recommend …that **Dr. XX** be promoted to the rank of **Associate /Full Professor**,…. My recommendation is based upon the following assessments of her/his scholarly activities.

**Research and Related Creative Professional Activity** OR **Research** OR **CPA** OR **SUSTAINED EXCELLENCE IN TEACHING**

Based on the evidence, the candidate’s research achievements have been deemed **excellent/competent/not applicable**.

Based on the evidence, the candidate’s creative professional activity (CPA) has been deemed **excellent/competent**/**not applicable.**

Dr XX focus is on XX. Her/his work has had national (international) impact. For example XXX (how work is important) (evidence of national or international reputation)

Dr XX has made substantial efforts to ensure the dissemination of her/his work/research findings to patients, and the implementation or uptake of her/his findings into clinical practice. For example, XXX

Dr. XX has been invited to present her/his findings/work in multiple venues, nationally and internationally. For example, XXX

She/he has been the recipient of awards. For example, XXX. She/he has served as a member of national /international committees/task forces/editorial boards. For example XXX

Since last promotion/initial appointment, Dr XX has had a strong (peer-review) funding and publication track record. She/he has held X peer-review grants as PI (from X agencies) and X as Co-I. She/he has published XX peer-reviewed papers since 200X; of these, she/he is first author on XX and senior author on X. She/he is publishing in high/moderate impact journals including XXX

**Reputation** XX external referee letters were received (X international): **names and positions – quotes from referees indicating reputation and importance of work**

**Teaching and Education**

Based on the evidence, the candidate’s teaching/education have been deemed **competent/excellent**.

Dr XX is a highly regarded teacher in the Department of Medicine; she/he has made substantial contributions to education across all levels, from under-graduate to graduate education. Her/his teaching evaluations are consistently laudatory with scores in the excellent to outstanding range. Her/his student testimonials are glowing. She/he is described as: **quotes from student evaluation comments and testimonials indicating qualities of an effective teacher/mentor** . She/he has been nominated for / won XX teaching awards including XX.

**Administrative Activities**

Dr XX has served as a member and/or advisor to a number of national and provincial organizations related to her/his area of expertise. At a local level, she/he has participated on committees at hospital/University/institute. This level of activity is considered on par with her/his peers.

**Summary**

Overall, it is my pleasure to write the strongest letter of support for Dr XX for promotion to Associate/Full Professor. Since her/his initial appointment (last promotion) in 200X, Dr XX has made truly outstanding contributions to XX. She/he has established herself/himself as an expert in her/his field nationally / internationally. She/he is a strong educator and teacher. I therefore support her/his promotion to Associate/Full Professor.

Sincerely,

[signature]

Name

Title

Institution