



Clinical Assessment Request Template
Provost's Guidelines: Appendix 8

Sample Letter Requesting Clinical Assessment

This draft may be adapted by chairs as needed to suit. The letter (email) should include all the basic information and disclosures noted.

Subject: Promotion of <candidate title & name> to <clinical rank> in the Department of <department name> at UMass Lowell.

Dear <title and last name of reviewer>,

The Department of <department name> at the University of Massachusetts Lowell is considering <candidate title & name> for promotion from their present rank of Associate Professor, with tenure to Professor. Our contract requires that we consider objective assessments from clinical sites at which our clinical faculty are engaged.

The University of Massachusetts Lowell is a nationally ranked research university with a significant educational mission. Our clinical faculty must present a case for excellence in their instructional activity, including that undertaken at clinical sites, during the period under review (from <indicate the start date of the period under review for the candidate> to the present, or your most recent contact).

Since we seek an objective opinion of the qualifications of each candidate, please address the following:

- the nature and length of the external reviewer's past or present association to the candidate
- the significance, quality, and quantity of the candidate's contributions to the clinical site
- the quality and effectiveness of the candidate's instruction/practice in the clinical site
- where possible, examples of the candidate's contributions to the clinical site
- an assessment of the candidate's skill compared with others in the field who are at a similar stage of their career
- any relevant information about common clinical practices within the discipline or other factors that may help the university evaluate the candidate relative to disciplinary expectations
- if relevant, context about the impact of COVID on the candidate's clinical work.

A 2-3 page assessment should suffice, and you may include both qualitative and quantitative information, as needed, to provide a clear picture of the candidate's performance.

Your letter can be submitted in hard copy or electronically in PDF format with your digital signature included. Your letter will be made available to University personnel participating in the review process, and **will not be held confidential from the candidate**, who will include it in the promotion portfolio.

Promotion decisions are an important responsibility in the academic community. Therefore, my colleagues and I hope that we can rely upon you for assistance as we consider <candidate title & name's> candidacy for promotion. To meet the University's schedule, we appreciate receiving your letter by **Wednesday, August 9, 2023**.

If you have a personal relationship with <candidate title & name>, or you are unable to provide the evaluation, please let me know within two weeks upon receipt of this letter. Thank you for your help in this most important task to our Department and the University. If you require additional information, please contact me.

Sincerely,

<Department Chairperson>

<Department Chairperson's email address>

<Department Chairperson's telephone>

<Department Chairperson's complete mailing address>