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Center for Faculty Development
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- *Graduate Student Division*
- *Post Doctoral Division*
Office for Well-Being
Office for Women's Careers

SAMPLE RECOMMENDATION
PROMOTION TO ASSISTANT PROFESSOR CEI SSA INV

Dear Promotions Committee Members,

I write this recommendation with my strongest support for Dr. A's promotion to Assistant Professor at Harvard Medical School under Clinical Expertise and Innovation criteria with the significant supporting activity of Investigation. I have served as Dr. A's mentor since *Month-Year*, working with her throughout her training as resident and fellow at *institution*. I have continued to work directly with her since her appointment as faculty in *Month-Year*.

Dr. A stood apart from her peers from the first and has consistently surpassed every expectation. Her ability to analyze data is far above that of her peers; sharing thoughts with her is exciting and fruitful, given her intelligence and motivation. She is able to synthesize a large amount of information, think independently about research problems, and produce data and manuscripts of the highest caliber with little oversight. She has been a highly productive researcher with an impressive record of peer-reviewed manuscripts and numerous presentations.

Dr. A has made noteworthy contributions to *field of expertise*, especially in her role on *type of trial*, a complex undertaking which could not have occurred without her input and effort. She trained herself in statistics to be able to carry out complex analyses on large datasets which resulted in publications including a major article on *specific subject* as well as highly cited work on *related subject*.

During her residency, Dr. A was awarded the *Name of Prize* for excellent resident research. She received the prestigious *Society Award* and has given presentations at *relevant* national meetings. She was recently chosen as a K12 scholar and is currently working on *specific project*.

Dr. A continues to hone her research skills focusing on clinical research and innovation. She recently completed the Program in Clinical Effectiveness at HSPH. Since her appointment as HMS Instructor # years ago she has published # manuscripts, # as last author and # as first. Of her 20+ publications, many are in high-impact journals. As she develops her career, Dr. A's research is expanding to include *subject of focus*; she has submitted an R01 grant as a co-investigator and I am working with her on a K23.

Driven by the sincere desire to make the world a better place, Dr. A has demonstrated the academic rigor, productivity and motivation to succeed. I am certain that she will continue to excel in clinical research and innovation and become a future leader in *area of expertise*. It gives me great pleasure to recommend her without reservation for promotion to Assistant Professor.

Sincerely,