**OPTIONAL Area of Excellence REFERENCE LETTER Template**:

*Date*

**RE: Clinical, Scholarly, OR Teaching Excellence for \*\*\***

Dear Dr. *[name]*:

I am currently serving as *\*\*\** in the Department of *\*\*\** and will be considered by Texas Tech University Health Sciences Center School of Medicine (TTUHSC-SOM) for promotion to *\*\*\** in the same department. As I am declaring \_\_\_\_\_\_\_\_\_\_ (***Clinical, Scholarly OR Teaching)*** to be my area of excellence, I am requesting outside reviews from colleagues who can attest to the quality of my abilities and skills. To help with this critical evaluation, I am contacting you to request that you write a letter of reference for me that addresses my level of \_\_\_\_\_\_\_\_ excellence.

In order to help the Tenure and Promotion Committee better evaluate my application, I request that you include the following information which will help contextualize this letter:

* + 1. How and for how long have you known me;
    2. Your view of the significance, independence, influence and promise of my work, and the basis of your opinion
    3. For applications to the Full Professor level, the degree of my national/international reputation;
    4. Some comparison of my accomplishments with others at a similar career stage in the same or related fields.

Please mail your letter to Dr. Haynes at the following address no later than July 15, 20XX.

Allan Haynes, Jr., M.D.

Associate Dean for Faculty Recruitment, Affairs and Development

Texas Tech University HSC, School of Medicine

3601 4th Street, STOP 6213

Lubbock, TX 79430

I want to thank you in advance for your kind consideration of this request.

Sincerely,

Enclosure(s) (CV, etc.)