Notes: Reference letters for promotion files for Clinical Faculty in the Department of Family Practice should address the **Departmental Clinical Faculty Appointment and Promotions Committee, UBC Department of Family Practice**. Please forward the letter and checklist to the Clinical Faculty Coordinator, UBC – Family Practice at clin-fac@familymed.ubc.ca.

Date

Department of Clinical Faculty Appointment and Promotions Committee

UBC Department of Family Practice

David Strangway Building

320-5950 University Blvd

Vancouver, BC V6T 1V6

**Re: Appointment/Promotion of Dr. \_\_\_\_\_\_\_\_\_ to Clinical Assistant Professor/Clinical Associate Professor/Clinical Professor**

Dear Committee Members:

I am pleased to provide this letter of recommendation to support the appointment/promotion of Dr.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the rank of Clinical Assistant Professor/Clinical Associate Professor/Clinical Professor.

*Notes: As reflected in the candidate’s Fom Abbreviated CV, it should be clear in which area(s) the faculty promotion candidate has made the most significant contributions. Your letter should highlight accomplishments since the last promotion or first appointment, as appropriate, to support your recommendation. Please comment on the following in a one- to two-page letter:*

1. Clinical competence and reputation as a clinician. If there are specific clinical contributions to note, please describe here. Mention any initiatives (teaching, scholarly) that have been developed as related to one’s clinical work. You can elaborate on the individual’s role, the significance of their work, and impact (local, provincial, national, and/or international).
2. Sustained effort to present clear and useful teaching sessions. Focus on the most significant: Examples are teaching interests, list of courses taught, clinical teaching, and teaching evaluations (including the quality and effort of teaching). You can also describe CME contributions, educational leadership, curriculum development and innovation, as well as any other teaching activities.
3. The candidate’s administrative and/or service activities at his or her hospital, agency, professional organization, the Faculty of Medicine and/or UBC. Mention any noteworthy contributions such as committee membership/leadership locally, provincially, nationally, internationally, grant review panels, manuscript reviews, editorships. Service awards of recognition etc.
4. The candidate’s faculty development activities to improve teaching techniques, completion of any teacher training courses, and/or objectives.

The candidate’s scholarly and professional activities. Mention evidence of the candidate’s impact at the provincial, national and/or international level. **For the rank of Clinical Assistant Professor**, please comment on the candidate’s administrative contributions in local and provincial organizations. **For the rank of Clinical Associate Professor or Clinical Professor**, please comment on the candidate’s participation and leadership in professional organizations, particularly if they are regional, national, or international. Focus on the most significant:

* 1. **Research** (if applicable) – Area of expertise and specific contributions to grant-funded projects.
	2. **Scholarship of Education/Educational Leadership** - This section is meant to capture notable activities of an ongoing nature supported by evidence of peer recognition. Examples might include the development of new curriculum, awards, innovative teaching/evaluation methods and activities related to education leadership roles such as program director, departmental committees, UBC committees, and educational activities for professional societies.
	3. **Professional Contributions** - For example, these contributions might lead to new public policy development, redefining best practices for care using novel approaches, developing a national competency framework for inter-professional practice. Public educational activities might be captured here, especially at the national level.

Conclude the letter with an explicit recommendation for promotion and any further comments you think might be useful in assessing the candidate’s clinical faculty contributions.

Sincerely,

Insert Signature Line