

# UW Department of Pediatrics

## Letters of Recommendation Instructions for Mandatory | Non-Mandatory Promotions Clinician-Scholars, Faculty-Scientists & Research Faculty

### OBJECTIVE

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*To paint an overall picture of your experience, capabilities, strengths, characteristics, and professional promise from a third-person perspective.*

### GENERAL

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All letters of recommendation (LORs) received by the Department Chair must be included in the promotions package.

Faculty Affairs team will request your Letter of Recommendation writers **following** notification of the Department Chair's decision to proceed with the promotions process (*after the Departmental Promotions Committee initial review*).

### FACULTY CANDIDATE (WITH DIVISION HEAD'S INPUT) – STEP 1 of 2: SELECTING

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The Faculty Candidate, with input from the Division Head, selects potential letter writers who:

- are **greater or equal in academic rank** for which the candidate is being considered.
- will provide a fair assessment of the candidate's service including how the candidate fulfills specific departmental guidelines for promotion. *The Division Head may reach out to the prospective letter writer to confirm their willingness to provide a favorable letter and ability to submit their letter before the due date (do not attach or send any documents in your request).*

Request **no more than four (4) letters** (not including the letters from the Division Head and Department Chair).

#### Internal Letter Writer

- **A maximum of one letter must be internal** from faculty within the Department of Pediatrics.
  - If 25% or more of the candidate's time is administrative, the internal letter must come from the person to whom the faculty member is accountable for that activity.

### External Letter Writers

- **A maximum of three letters must be external** (*i.e., from outside the State of Washington*).
- All external letter writers must be an **arms-length reviewer** or **NOTA** (None of the Above).
  - **Who could be considered an arms-length reviewer or a NOTA?** If a letter writer is:
    - an incidental co-author on a multi-authored consortium publication, **or**
    - not a present or past colleague, supervisor, mentor, co-investigator on any grant, collaborator on any publications, a friend or relative

Prepare the “SOM LOR Reviewer Grid” Excel spreadsheet with the following information:

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|-------------------------------------------------|-----------------------------------------------|
| • Name of letter writer                         | • Their qualifications/expertise in the field |
| • Email                                         | • Who provided this suggestion                |
| • Title and/or Academic Rank                    | • Relationship to you                         |
| • Institution, including Division or Department | • Note as “arms-length” reviewer or not       |
|                                                 | • Comments for their selection                |

Brown highlighted columns are for the Faculty Affairs team’s use (do not complete these columns). Submit this spreadsheet to [UWPedsFA@seattlechildrens.org](mailto:UWPedsFA@seattlechildrens.org) by the specified deadline.

### FACULTY CANDIDATE – STEP 2 of 2: INTERFOLIO SUBMISSION

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You are responsible for uploading the information presented on this form into Interfolio RPT when directed. **It is important not to overlook this step.** Failure to complete this step in a timely manner will prevent your promotion packet from advancing, and the Promotions Committee will be unable to review your documents. *In essence, your promotion stops if you stop.*

### FACULTY AFFAIRS TEAM

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The Faculty Affairs team will solicit the letter writers **after** the 1<sup>st</sup> Promotions Committee’s review and as soon as all necessary promotion parameters are met. The Faculty Affairs Specialist will track and follow-up requests or responses and will communicate with the Faculty Candidate and Division Head if there are problems.