

Appendix 2: Referee Solicitation Letter (Part-Time)

Johns Hopkins Medicine
Office of the Dean/CEO
720 Rutland Avenue, Suite 100
Baltimore, Maryland 21204-2196
Date

CONFIDENTIAL
ref name address

Dear Dr.:

The Johns Hopkins University School of Medicine is presently considering the [promotion or new appointment] of [Dr.'s full name] to the rank of Professor of [department, part time, with/without salary]. As you may know, Hopkins has a single "track" for all School of Medicine faculty, and the expected level of achievement is identical for full and part-time candidates to the rank of Professor. However, in considering part-time faculty appointments, the candidate's commitment to the University and its mission is particularly important. A successful candidate for Professor at Hopkins must have an outstanding record of scholarly achievement with broad recognition as a leader in his/her field.

To assist in an objective determination of [Dr.'s last name] suitability for [promotion or new appointment], we would appreciate having your candid insights and evaluation. For your information, [Dr.'s] curriculum vitae is enclosed.

There are several specific questions of importance in the review of candidates for the rank of Professor at Johns Hopkins. In particular, the impact, innovation, and quality of the scholarly contributions of this individual to [his;/her] field are of greatest interest in this evaluation. Can you describe the unique talents of [Dr.] and the importance of [his/her] achievements?

Mentorship and excellence in education are important elements of academic achievement valued by Johns Hopkins. Have you observed [Dr.] as a teacher, lecturer, or in other training situations? What is your evaluation of [his/her] abilities as an educator, and do you consider [him/her] to be an authoritative expert in the field? What objective evidence is there to support [his/her] contributions in education?

Have you observed [Dr.] provide leadership in national or international professional or academic organizations, programs or studies? What specific contributions has [he/she] made in administrative, program building, and leadership activities? Can you comment on [his/her] intellectual integrity in dealing with professional and academic issues? Can you comment on the commitment of the candidate to Johns Hopkins University, and its missions in research, service, and education?

Finally, can you identify other individuals who you believe could be compared to [Dr.] in their attributes or achievements, and can you suggest [Dr.'s] standing among this group? Which other leaders in the field would you suggest could provide an objective and accurate evaluation of [Dr.'s] candidacy for the rank of Professor at Johns Hopkins?

I recognize that this request is a significant imposition, but your frank opinion is of particular importance in our evaluation of this candidate. Your assistance and reply by [date one month hence. 1998] will be greatly appreciated. We request that all referees keep their involvement in our faculty review process confidential and, in particular, ask that you not communicate with the candidate, [his/her] department director, or any other Hopkins faculty member about it. Likewise, you can be assured that your response will be held in the strictest confidence.

Fred Sanfilippo, M.D., Ph.D.
Baxley Professor and Director, Department of Pathology
Chairman, Professorial Promotions Committee
Johns Hopkins University School of Medicine
c/o Karen L. Parkent Office of the Dean/CEO
720 Rutland Avenue, SOM 100
Baltimore, MD 21205-219s

Sincerely yours,
Fred Sanfilippo, M.D., Ph.D.
Chairman, Professorial Promotions Committee