

Sample Solicitation Letter to Referees

Promotion for Research Scientist/Senior Research Scientist

Name Title

Affiliation

Address

Dear Dr. **Recipient Name:**

The Department of **Department Name** at the Columbia University Irving Medical Center is considering the promotion of Dr. **NAME** to **Research Scientist/Senior Research Scientist**. This rank is considered to be a position equivalent to a(n) **Associate Professor/Professor** at our institution. We would like to obtain your candid and confidential opinion concerning the advisability of recommending Dr. **NAME** for an appointment at this time.

The rank of Research Scientist is not a tenure track position and emphasizes research effort rather than teaching. In all other respects, individuals promoted to this level should exemplify the characteristics typical of a scientist who could hold the rank of Associate Professor/Professor in an established university, including their research accomplishments and regional/national recognition of contributions, with acknowledgement by peers inside and outside of CUIMC.

More specifically, we ask that you summarize the context and description of the impact of key findings; detail any practice changes that resulted from research findings; innovative models that were used or shared with others, etc. While research scientists are not required to have independent external research support, external research support should be mentioned, along with the candidate's role on the project(s).

In order to maintain the schedule of review, it would be helpful to have your comments by no later than **DATE**. I assure you that your reply will be kept confidential to the extent permitted by law and will be reviewed only by the faculty members and administrators involved in the review process.

Please note: Use of AI to support referee letters must be limited to a closed, secure and private AI system, and referees are responsible for the accuracy of the information cited. Use of open access AI is prohibited, as it would not respect the privacy of candidate's information.

We recognize that this request adds significantly to your busy schedule and very much appreciate your valued contribution to the process. If you have any questions or concerns, please do not hesitate to contact me at insert phone number or via e-mail at **insert email address**. I look forward to receiving your comments.

Sincerely yours,

First Name Last Name, Degree

Title

Department

School

Enc.