

UMass Chan Medical School

Proposed Letters of Evaluation List

Associate Professor & Professor

Per the [guidelines](#) for letters of evaluation, please prepare your list for potential letter writers. We ask for at least 5 names on your list for each category to ensure we receive the minimum of three returned letters.

Category 1 Letter writers: Typically, these letters are solicited from individuals who can attest to the candidate's training and experience, competence, and readiness for an entry level faculty position. Evaluators might include current or former training program directors, research supervisors, mentors, and others who can comment on the preparation of the candidate. Letter writers with academic appointments are preferred.

Category 1 Evaluator #1	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 1 Evaluator #2	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 1 Evaluator #3	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 1 Evaluator #4	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 1 Evaluator #5	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 2 letters are intended to serve the purpose of establishing the candidate's **regional, national or international** (based on rank and criteria) reputation. Letter writers must be from individuals who are at an **academic rank equal to or above the rank proposed for the candidate** (or in an equivalent position in a non- academic institution). Letter writers should not have a personal and/or professional relationship with the candidate that suggests ***a real or perceived conflict of interest or bias*** in evaluating the candidate. Letter writers cannot be someone who has **collaborated, co-authored, trained, supervised, mentored, trained alongside, worked close clinically with the candidate within the previous three years**.

The **ideal Category 2 letter** is from an authority in the field who knows the candidate well enough to highlight their accomplishments and address unique aspects of their career but not someone who would be perceived as having a positive bias or conflict in evaluating the candidate.

Category 2 Evaluator #1	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 2 Evaluator #2	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 2 Evaluator #3	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 2 Evaluator #4	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	

Category 2 Evaluator #5	
Name/Degree	
Academic Rank/Title	
Institution	
E-mail Address	
What is the candidate's relationship to the evaluator?	