

Information and Guidelines Regarding Letters of Support For Carver College of Medicine Faculty Level Appointments

- It is the candidate's responsibility to provide names and contact information of those that can serve as a reference for employment.
- It is the appointing department's responsibility to contact those individuals to request written letters of recommendation.
- At minimum, three letters of support are required in order for the Executive Committee to take the request for appointment under review. Exception: Only two letters are required for Adjunct appointment requests.
- Letters of support must come from individuals at or above the academic rank being proposed for appointment. [See LORs and Voting Guidelines for clarification.](#) Signature blocks should clearly identify academic rank, stature.
- For Tenure Track Appointments: 2 of 3 letters must be external to the institution.
- For Clinical Track Appointments: 1 of 3 letters must be external to the institution, unless all training took place here.
- As much as possible, letters should be obtained from an academic reference and peer institution.
- Whereby a letter is from a non-academic reference, the position level must be clearly identified in the signature block and the Office of Faculty Affairs will determine if another letter of reference is required.
- Letters should be on company or academic letterhead and should contain a signature.
- When a signature is not provided on a letter, the email identifying that the letter was directly sent from the reference needs to be included.
- All three letters of support are required at the time the Search and Selection Summary form is process in Workflow. The review process cannot proceed without all letters.
- References should be asked to address (duties, responsibilities in previous position, performance, and all required/desirable qualifications to the position).

Sample Request to Obtain Letter of Reference:

Dear Dr. :

Please allow me to introduce myself. I am _____ and I am writing on behalf of Dr. _____, Chair of the Department of _____ in the Carver College of Medicine at the University of Iowa. Your name has been given to us by Dr. _____, who is a candidate for the position of _____ for the Department of _____ at the University of Iowa. I would appreciate your written candid appraisal of Dr. _____ for the confidential use of the committee and for the appointment process, as Dr. _____ is a final candidate for this position.

I have enclosed a copy of the advertisement, which has been widely circulated. I would appreciate your comments regarding Dr. _____'s experience in _____, his/her stature in academic (department), and any previously demonstrated advocacy skills, interpersonal skills, and his/her productive interactions with students, staff and faculty. We are interested in all comments you have regarding Dr. _____'s ability to be an effective _____ and role model in our _____ Department as a (rank) Professor.

We appreciate your help in this endeavor. Your comments will be kept confidential.

Please feel free to email your letter directly to me or send via fax to (). We hope to reach a decision in the very near future and would appreciate hearing from you this week if possible.

Sincerely,