***Authorization to Extend Offer (AEO)***

***Clinical Instructional track***

**SOLICITATION LETTER TEMPLATE**

***At a minimum, the following language is required:***

[Date]

[Name]

[Title]

[Department]

[Institution]

[Street Address]

[City, State, Zip]

Dear Professor [Name]:

The [Unit] at the University of Michigan is considering [Candidate Name] for appointment to the clinical instructional track faculty at the rank of Clinical [specify rank]. Faculty at the University of Michigan on the clinical instructional track are appointed on the basis of [any specific responsibilities for clinical instructional track faculty in your specific unit]; contributions to scholarly productivity; teaching ability; and service. Recognition of the quality of their work by their peers is a significant factor in the review process. We value your candid assessment of [Candidate Name’s] contributions and future promise, including both positive points and areas needing improvement. Your professional judgments will play an important part in our evaluation of [Candidate Name] for appointment.

Based on the enclosed materials and any other knowledge you have about the candidate’s work or professional accomplishments, we would like your candid evaluation of [Candidate Name’s] contributions in relation to others of comparable experience in the candidate’s field. In particular, we would appreciate your comments on the following issues:

1. How do you know [Candidate Name]? (in what capacity and for how long?)

1. What are your impressions of the candidate’s scholarly and professional work?
2. How would you estimate the candidate’s standing in relation to others in the candidate’s peer group who are working in the same field?
3. How would you evaluate the candidate’s service contributions to the discipline;

that is, the candidate’s work on regional and/or national professional committees, as a reviewer of proposals or papers, as an editor, or similar activities?

1. Does your institution have a track and rank equivalent to the track and rank in which [Candidate Name] is being considered for appointment?
   1. If so, would the candidate be likely to achieve equivalent rank at your institution? If not, why?

6. In conclusion, do you support the recommendation to appoint [Candidate Name] as a Clinical [specify rank] in the [School/College/Unit] at the University of Michigan?

***[The following paragraph (word-for-word) must be included in***

***ALL letters soliciting an evaluation of the candidate.]***

***Questions sometimes arise about the confidentiality of external review letters, and we do want to advise you that your letter will be reviewed by senior faculty at the University of Michigan. Because the University is a public institution, legal considerations limit our ability to assure confidentiality but it is our practice not to release external review letters unless required to do so by law.***

We request that you return your review to us by [Date]. We would also appreciate it if you would provide us with a short biosketch, including a brief description of your areas of expertise.

We realize that your schedule is full and that this may be a time-consuming task; however, we will be most grateful for your assistance.  We have selected you because of your expertise in this area.  Should you not respond, we will note this in the candidate’s review process.  If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

Enclosures