

**University of Maryland School of Medicine  
LETTER OF REFERENCE  
AND EVALUATION OF FACULTY CANDIDATE**

**Candidate's Name:** \_\_\_\_\_

**Candidate's Proposed Rank:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

The Candidate named above is being recommended for a faculty appointment at the University of Maryland School of Medicine (UMSOM) and has indicated you as a reference. The UMSOM is requesting your assistance in evaluating this Candidate. Your knowledge of the Candidate's ability, interests and ethics are important in making an accurate appraisal. A frank, objective evaluation based upon professional considerations rather than social, casual or hearsay opinions is requested. You may attach additional information if the space limitations of this form prevent a complete reference. Thank you for your cooperation.

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Evaluator's Contact Information

Name \_\_\_\_\_

Title/ Academic Rank \_\_\_\_\_

Institution \_\_\_\_\_

Business Address

Phone Number \_\_\_\_\_

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**The Candidate has indicated you as a reference**

**Capacity in which you know  
(or knew) the Candidate  
(Check all that may apply):**

Past or Present Colleague

Collaborator

Past Training Arrangement

Other: \_\_\_\_\_

**How long have you known this Candidate?** \_\_\_\_\_ Years \_\_\_\_\_ Months

**Your knowledge of the  
Candidate's work is based on  
(Check all that may apply):**

Personal knowledge and discussions of his/her work

CV

Publications/Presentations

Participation with Candidate in professional activities

## Evaluation of Candidate's professional performance

A. Fundamental knowledge of specialty	
B. Clinical abilities	
C. Interest in participating in teaching programs	
D. Ability to serve as a mentor/ role model	
E. Ability to give good career guidance and insight	
F. Ability to communicate ideas effectively & respectfully	
G. Receptive to new ideas and diverse perspectives	
H. Administrative skills (e.g. returning grades in a timely fashion, answering email requests promptly)	
I. Ability to establish and maintain harmonious relationship with professional personnel	
J. Ability to resolve conflict respectfully and effectively	
K. Compliance with rules and regulations, policies and procedures	
L. Actively seeks out opportunities for professional improvement	

Please explain basis of Poor or Fair ratings:

Would this person be a good role model for UMSOM students? If yes, please comment on particular strengths that would make him/her an effective teacher of UMSOM students. If no, please comment on any weaknesses that would prevent this person from being a good teacher and role model for UMSOM students.

Do you have any reason to question this Candidate's professional competence?  
(If your Answer is Yes, please explain.)

Do you have any reason to Question this Candidate's moral and ethical standards?  
(If your answer is Yes, please explain.)

Do you have any reason to question this Candidate's ability to effectively interact with a diverse group of students, including women and minorities, and to evaluate them fairly? (If your answer is Yes, please explain.)

Please offer any further comments you believe will help UMSOM evaluate the Candidate's professional abilities and suitability as a faculty member.

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**My overall reference and evaluation are as follows: (check one)**

I recommend the Candidate as qualified and competent for a faculty appointment at the rank indicated without reservation.

I recommend the Candidate for a faculty appointment at the rank indicated, but with some reservation.

I do not recommend the Candidate for a faculty appointment at the rank indicated.

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Date

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Signature