DATE

Dear Dr. XX,

Dr. XX is being considered for promotion to **Associate Research Physician** at the NIH. Associate Research Physicians must demonstrate a commitment to excellence in clinical practice, clinical research and/or education and possess the ability to integrate teaching and scholarship on an ongoing basis into the practice or learning of medicine and science. At this level, the physician is expected to have taken on leadership roles in the NIH Intramural Research Program. This position is equivalent to an “Associate Professor” in the academic ‘Clinical Track’ and/or ‘Clinician Educator Track’ in outside academic medical centers. All referees for this position must be of equal or higher academic standing to Associate Research Physician.

As a reference for Dr. XX, I would greatly appreciate a letter with an objective assessment from you that notes some or all of the factors that will be considered. They include:

1. Service and committees, such as a leadership role on an Institutional Review Board (IRB), Data and Safety Monitoring Board (DSMB), a voting member of search committees, or significant role(s) in professional community activities such as national meetings and professional organizations.
2. Excellence in clinical care and quality as demonstrated by delivery of quality patient care, with attention to patient safety, over an extended period of time as an Attending Physician or through a consult or diagnostic service;
3. Excellence in teaching and mentorship as demonstrated by major role(s) in the training and mentoring of clinical staff;
4. Research and scholarly activities, such as a significant role within a quality clinical research program through development or execution of research protocols, or scholarly achievements in scientific publication;

Please find attached XX’s CV. The promotion package will be reviewed by the Deputy Director for Intramural Clinical Research, Office of Intramural Research, Office of the Director, NIH. If you are able to provide this important reference, I would appreciate the letter by Date.

Your support for this process is greatly appreciated.

Sincerely,

REQUESTING OFFICIAL SIGNATURE

Organizational tile (e.g., Clinical Director/ Chief Medical Officer)

Institute/ Center