Date

Dear Dr.XX ,

Dr. XX is being considered for promotion to **Senior Research Physician** at the NIH. Senior Research Physicians must be national or international leaders in their field and 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 leadership roles in the NIH Intramural Research Program and national or international recognition as evidenced by awards, acclaimed invited lectureships, or high impact publications. This position is equivalent to a “Full Professor” in the academic ‘Clinical Track’ and/or ‘Clinician Educator Track’ in outside academic medical centers. All referees for this position must be of equivalent academic standing to Senior 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), IC Advisory Board, or a voting member of national 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 national or international recognition as an expert in their clinical area of expertise and/or the delivery of quality patient care with attention to patient safety;
3. Excellence in teaching and mentorship as demonstrated by major role(s) or awards in the training and mentoring of clinical staff;
4. Research and scholarly activities, such as a being a principal investigator of one or more clinical research trials within a quality clinical research program, or scholarly achievements in high quality clinical research publications;

Please find attached Dr. 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 title (e.g., Clinical Director/ Chief Medical Officer)

Institute/ Center