Reference letters for promotion files for Clinical Faculty in the Department of Family Practice should address the **Departmental Clinical Faculty Appointment and Promotions Committee, UBC Department of Family Practice**. Please forward the letter and checklist to the Clinical Faculty Coordinator, UBC – Family Practice at [clin-fac@familymed.ubc.ca](mailto:clin-fac@familymed.ubc.ca).

Please comment on the following in a one- to two-page letter:

1. How the candidate meets each of the criteria listed on the Department of Family Practice Clinical Faculty Promotion Criteria Checklist for the rank they are applying to be promoted to.
2. The candidate’s clinical competence and reputation as a clinician
3. The candidate’s sustained effort to present clear and useful teaching sessions.
4. The candidate’s teaching evaluations, including the quality and effort of teaching.
5. The candidate’s administrative and/or service activities at his or her hospital, agency and professional organization, the FoM and/or UBC.
6. The candidate’s faculty development activities.
7. The candidate’s area of special professional skill.
8. The candidate’s scholarly and professional activities.
9. For the rank of Clinical Associate Professor or Clinical Professor, the candidate’s participation and leadership in professional organizations, particularly if they are regional, national, or international.
10. For the Clinical Professor, how has the candidate demonstrated enthusiasm, effectiveness and devotion as a leader in the educational?

Conclude the letter with an explicit recommendation for promotion and any further comments you think might be useful in assessing the candidate’s clinical faculty contributions.

Complete (proposed rank only) and initial criteria checklist provided.

Resources can be found on the Department of Family Practice website here: <https://clinfac.familymed.ubc.ca/faculty/clinical-faculty/departmental-appointments-and-promotions/>