

## Peer Reference Solicitation Message

This is a templated solicitation message intended only for use during the [Peer Reference](#) Process. The highlighted sections below must be customized to include the candidate's and department's information; however, the rest of the message must remain unchanged. You will copy & paste this customized message into the RPT application request. Please reach out to your OAA department resource if you have any questions.

Dear Valued Colleague,

We are evaluating Dr. **CANIDATE'S NAME** (Primary Practice Site: **\_\_\_\_\_**) for **Appointment/Promotion** to **Associate Professor/Professor** in the Academic Clinician track at the Perelman School of Medicine at the University of Pennsylvania. You have been identified as a colleague who is familiar with this candidate's teaching, academic accomplishments, and/or Area of Concentration (AoC). The candidate's CV is provided as reference within the application. **Please follow the instructions below** to complete this brief 4 question evaluation. You can accept the request now and complete the evaluation later, so please save or flag this email for future reference.

Thank you for your participation.

Sincerely,

Dr. **\_\_\_\_\_**  
**Department Chair/Division Chief**

Department of **\_\_\_\_\_**  
Perelman School of Medicine  
University of Pennsylvania

### **INSTRUCTIONS:**

**This evaluation requires Adobe Reader/Adobe Acrobat for completion. You will download a fillable PDF, complete the brief evaluation, and then upload the saved evaluation (completed PDF) into the application.**

1. Click on the "View Request" icon at the top of this email.  
*You will then see this exact email duplicated in the system, you will not need to select "View Request" again.*
2. Select "I Accept" or "I Decline" under "Decision" on the "Confidential Evaluation Request" webpage.
3. Download the Peer Reference Questionnaire and Evaluator Instructions. Then please follow the remaining steps detailed on the Evaluator Instructions to complete this review.

Should you need to return to the evaluation at a later time you can access this link again through this email.

It is the policy of the University of Pennsylvania that evaluations be held in confidence. In the event of litigation or a governmental investigation, however, the candidate or others may gain access to the information contained in these evaluations.