

INSTRUCTIONS (2 pages) - PLEASE READ

Letters of support requirements

- a. Senior: required - 1 internal or external letter (submit at least 2 names)
- b. Distinguished: 1 external and 1 internal letter (submit at least 2 internal names and 2 external names)
- c. Eminent: 2 external letters and 1 internal letter (submit 4 external names and 2 internal names)

Internal letters may be from any other Emory faculty member whom you have a close clinical working relationship with and can speak to your areas of contribution. Internal letters are important to provide an understanding of your contributions to patient care, citizenship and innovation. Internal letters can be provided by faculty within the same department/division. Because your nomination letter should come from your division director and service chief, they are not eligible to supply letters of support.

External letters are from faculty or other individuals outside Emory whom you have a close clinical working relationship with and can speak to your areas of contribution.

Template
Internal and External Evaluators
John Smith, MD
Division of Pulmonology

(Put evaluators' names in alphabetical order in each group. Below is an example of the order of the evaluators, as well as format samples for the entries.)

Mary W. Staley, MD
Associate Professor of Medicine
University of Someplace
2222 New York Avenue
New York, NY 14578
Telephone: 222-222-2222
Fax: 222-222-2222
e-mail: hstaley@uosp.edu

Dr. Staley serves as the Director of Pulmonary Hypertension and as the Medical Director of the Medical Intensive Care Unit at Someplace Hospital. I have worked with her on a referral basis for over 10 years.