SAMPLE REFERENCE LETTER PROMPT

Dear Dr. [referee name]:

Dr. [candidate name] is being considered for a [tenure-track] faculty appointment in the Department of [dept name] in the University of Iowa College of [college name]. We are writing to request a letter of reference for Dr. [candidate name]. Please address the following elements in your letter, as applicable:

- Leadership roles held
- Research scope and impact
- Quantity and quality of publications
- Success in obtaining external funding
- Teaching/mentoring competence
- Awards
- Contributions to diversity, equity, and inclusion in the academic environment
- Other important achievements

The search committee appreciates your time in writing this letter of reference.

Sincerely,

[search committee chair name]
Search Committee Chair
Department of [dept name]