

SAMPLE LETTER
[PROMOTION – ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR]

Date

Dear Professor _____,

The Department of _____ at the University of California, Irvine, is currently reviewing Professor _____'s record in order to determine whether promotion to the rank of Associate Professor, with tenure, would be appropriate. For such advancements, the University of California requires letters of evaluation from experts in the field, and it has been suggested that you might be able to provide assistance in this assessment. The opinions of outside scholars carry critical weight in our decision-making process.

Of particular interest to us is your candid and specific evaluation of Professor _____'s work to date, its influence and impact, and its potential for national recognition. Specific items to focus on include: the quality of published work, the standing of the venues in which the work appears, role in collaborative research, level of productivity, track record of graduate student mentoring, and the leadership demonstrated with the advancement of new ideas, and engagement in professional activities. It would be helpful if you provide an assessment of Professor _____'s relative standing in the field compared to named peers at the same career stage. Finally, we would appreciate if you could comment on whether Professor _____ would receive this promotion at your university.

Internal to UC - Acceleration

As a University of California faculty member, you are familiar with our rank and step system. The advancement under consideration is from Assistant Professor, Step __ to Associate Professor Step __. Your input regarding such a move will be most helpful.

External to UC - Acceleration

You may not be familiar with our rank and step system. The advancement under consideration is from Assistant Professor, Step __ to Associate Professor, Step __. As such, it is considered an accelerated promotion, as the normative period spent as an Assistant Professor, prior to promotion to Associate Professor, Step I, is six years. Subsequent steps have a normal period of two years. Your recommendation regarding such an advancement will be valued.

Seventh-year clock – AFTER approval from the candidate

A promotion action at this time is considered within normative time because Professor _____ has been approved to extend the tenure clock in accordance with University of California Family Friendly policy for faculty with childrearing responsibilities. In accordance with University of California policy, this requires that the dossiers of individuals who have been approved for such extensions be evaluated without prejudice as if the work were done in the normal period of service.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The materials made available will lack the letterhead, the signature block, and the materials below the latter. Therefore, material that would identify you, particularly your relationship with the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We know that writing a detailed assessment takes valuable time. If you are unable to provide an evaluation of the type requested, I would appreciate hearing from you at your earliest convenience. If you are willing to assist us in this assessment, we would like to receive your letter by _____.

In the following you may want to direct to the URL of where papers can be found

I am enclosing Professor _____'s vitae, bibliography, and a selection of publications. Should you need any additional information, please let me know. We appreciate greatly your help in this assessment and thank you for your assistance.