MODEL LETTER A

The following text must be included in solicitations of letters of evaluation for PROMOTION TO ASSOCIATE PROFESSOR. <The Chair may add to this language.>

Dear _____:

The Department of ______ is evaluating ______ for possible promotion to the rank of associate professor and tenure. A very critical part of this process is the analysis and evaluation of ______’s research and scholarship by leading professional colleagues in the field. Your contribution is crucial in maintaining the highest scholarly standards of the University of California. We in the Department of ______ will be most grateful if you will assist us in this important assessment.

The University of California standard to which tenure candidates are held uses the language "superior intellectual attainment" in regard to the candidate's record of teaching and research. The measurement of ______’s work against this standard requires careful analysis of the work and of its significance for the field: Has the work made a substantial impact on the discipline? Has the thinking of others in the field been changed by the work? Your response will be most useful to the department's deliberations if it addresses these questions in analytic detail.

In addition, we would value an assessment of ______’s relative standing in [his/her] field. It would be most helpful if you could compare [his/her] research accomplishments with those of other scholars of similar experience and rank in the same discipline.

We would also appreciate your evaluation of the candidate's teaching, if you have the basis for such evaluation.

In writing your response, please take note of the attached University of California policy regarding the confidentiality of letters of evaluation which are included in the personnel review files.

attachment:  Attachment E-8