

Sample Solicitation Letters

The following text must be included in solicitations of letters of evaluation for academic appointment to Associate Professor. The chair may add to the model language of the solicitation letter.

Dear _____:

The Department of _____ is evaluating _____ for possible appointment to the tenured rank of Associate Professor. 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 the 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 in 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 appointment review file.

The attachment on the last page must be included in solicitations of letters of evaluation for academic appointments.

The following text must be included in solicitations of letters of evaluation for academic appointment to Full Professor. The chair may add to the model language of the solicitation letter.

Dear _____:

The Department of _____ is evaluating _____ for possible appointment to the tenured rank of Full Professor. In making its assessment, the department values analysis of _____'s scholarly work by external referees. 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 the important assessment.

Within the University of California, appointment or promotion to Associate Professor (and tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For appointment or promotion to Full Professor, we look for further evidence of this attainment and excellence beyond that which was achieved for appointment/promotion to Associate Professor, and for significant impact within the scholarly community. This could include evidence of national/international recognition of scholarship in the discipline, influence on the thinking of others in the discipline, and leadership in research and teaching. Although service is an important component of the record, it cannot substitute for attaining the high standards in research and teaching expected by the University.

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

Your response will be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in analytic detail.

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 appointment review file.

The attachment on the last page must be included in solicitations of letters of evaluation for academic appointments.

The following text must be included in solicitations of letters of evaluation for academic appointment to Full Professor, Step VI. The chair may add to the model language of the solicitation letter.

Dear _____:

The Department of _____ is evaluating _____ for possible appointment to the tenured rank of Full Professor, Step VI. In the University of California system this rank would be roughly equivalent to that of a senior full professor at a major private research university. 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 the important assessment.

Within the University of California, appointment or promotion to Associate Professor (and tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For promotion to the rank of Full Professor, we look for further evidence of this attainment and excellence beyond that which was achieved for appointment/promotion to Associate Professor, and for significant impact within the scholarly community.

The next full career evaluation is typically made in connection with advancement to Professor, Step VI. The criteria for advancement to Professor, Step VI state that this step will be granted upon evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. In addition there should be evidence of excellent university teaching and highly meritorious service.

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

Your response will be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in analytic detail.

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 appointment review file.

The attachment on the last page must be included in solicitations of letters of evaluation for academic appointments.

The following text must be included in solicitations of letters of evaluation for academic appointment to Professor Above-Scale (Distinguished Professor). The chair may add to the model language of the solicitation letter.

Dear _____:

The Department of _____ is evaluating _____ for possible appointment to the tenured rank of Distinguished Professor (Professor Above-Scale). Each campus in the University of California system has only a small number of Distinguished Professors. 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 the important assessment.

Within the University of California, appointment or promotion to Associate Professor (and tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For promotion to Full Professor, we look for further evidence of this attainment and excellence beyond that which was achieved for appointment/promotion to Associate Professor, and for significant impact within the scholarly community.

The next full career evaluation is typically made in connection with advancement to Professor, Step VI. The criteria for advancement to Professor, Step VI state that this step will be granted upon evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. In addition there should be evidence of excellent university teaching and highly meritorious service.

Distinguished Professor (Professor Above-Scale) represents an even higher standard. In making your evaluation of the merits of Professor _____ for the Distinguished Professor rank, please think in terms of comparing the achievements of Professor _____ to those among the most distinguished researchers in your field. Our personnel rules state that advancement to this level "is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent. Moreover, mere length of service and continued good performance at Professor, Step IX is not a justification....There must be demonstration of additional merit and distinction beyond the performance on which advancement to Professor Step IX was based."

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

Your response will be most useful to the department's deliberations if it addresses the contributions of the candidate's work to his/her field of study directly and in analytic detail.

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 appointment review file.

The attachment on the last page must be included in solicitations of letters of evaluation for academic appointments.

ATTACHMENT

UNIVERSITY OF CALIFORNIA POLICY ON THE CONFIDENTIALITY OF OUTSIDE LETTERS OF EVALUATION

The University of California will keep your name and institutional affiliation confidential. When a faculty member requests to see letters in his or her file, pursuant to state law and University policy, the full text of the body of your letter will be provided to the candidate. However, any identifying information on the letterhead and within your signature block will be removed. In order to keep your identity confidential, you may want to avoid putting information in the body of your letter that would identify you. If you wish, you may provide a brief factual statement regarding your relationship to the faculty member as a separate attachment to your letter which we will not disclose to the candidate.

In those rare instances where a court or government agency seeks to compel the disclosure of the source of a confidential evaluation in University of California academic personnel files, it is the University practice to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law. The judicially mandated disclosure of the identity of confidential evaluations has been extremely rare at the University of California."