

Model 3

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 [University of California Policy on the Confidentiality of Outside Letters of Evaluation](#) **must** be included in solicitations of letters of evaluation for academic appointments.*