

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 with tenure. A critical part of this process is the analysis and evaluation of _____'s research and scholarship by leading professional colleagues in the field. This evaluation is crucial in maintaining the high scholarly standards of the University of California. We in the Department of _____ would be most grateful if you would assist us in this important assessment.

The University of California standard to which tenure candidates are held uses the language "superior intellectual attainment" to describe to the candidate's record of research and teaching. 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 analytical 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.

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

attachment: Attachment E-8