

MODEL LETTER B

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

Dear \_\_\_\_\_:

The Department of \_\_\_\_\_ is evaluating \_\_\_\_\_ for possible promotion to the rank of full professor. In making its assessment, the department values analysis of \_\_\_\_\_'s scholarly work by external referees. A critical part of this process is the analysis and evaluation of \_\_\_\_\_'s research and scholarship by leading professional colleagues in the field. **The 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.

Within the University of California, appointment or promotion to Associate Professor (**with** tenure) requires the demonstration of superior intellectual attainment, evidenced both in research, teaching or other creative achievement. For promotion to full professor, we look for further evidence of this attainment and excellence beyond that achieved for 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 **excellence in** 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.

Your response **would** 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 **analytical** detail.

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