

MODEL LETTER C

The following is a sample letter of solicitation of extramural referees for an ADVANCEMENT TO PROFESSOR VI review.

The University of California, Riverside is conducting an exceptional review of the scholarly record of Professor ____ for the rank of 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 critical part of this process is the analysis and evaluation of ____'s research, scholarship or other creative achievement 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 teaching and in research or other creative achievement. For promotion to the rank of (full) Professor, we look for further evidence of superior intellectual attainment and excellence beyond that which was achieved for promotion to Associate Professor, and for significant impact within the scholarly community.

The next full evaluation is typically made in connection with advancement to Professor, Step VI. Advancement to Professor, Step VI or higher, involves an evaluation of the candidate's entire career and call for evidence of sustained and continuing excellence. Criteria include evidence of great distinction, recognized nationally or internationally, in scholarly or creative achievement. A comparison to the work of others in the field is often useful. In addition, there should be evidence of excellent university teaching and highly meritorious service.

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