

MODEL LETTER K: APPOINTMENT OR PROMOTION TO LSOE

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

Dear _____:

The Department of _____ is evaluating _____ for possible [appointment/promotion] to the rank of Associate Professor of Teaching. A critical part of this process is the analysis and evaluation of _____'s academic standing 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.

Associate Professor of Teaching are expected to function as scholars of teaching and learning. The teaching load for _____ is __% higher than regular ladder rank faculty in the department and this should be taken into account when formulating your opinion. The four criteria for promotion, with the greatest weight placed on the first, are

1. specialized teaching of truly exceptional quality;
2. professional and scholarly achievement and activity. This may include research within their discipline, especially if such research has involved undergraduates, or it may be pedagogical, or a combination of the two;
3. University and public service and educational leadership recognized beyond the campus; and
4. contributions to instruction-related activities (e.g., training of teaching assistants and development of instructional materials, accreditation activities).

Security of Employment refers to continuous employment and is analogous to tenure.

The University of California standard to which candidates are held uses the language "superior intellectual attainment" to describe the candidate's record of teaching and research. The measurement of _____'s work against this standard requires careful analysis of the teaching record and of the significance of the research: Has the work made a substantial impact? 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. Please note that in regard to scholarly activity, review committees on campus focus on accepted publications when determining whether or not the standard has been met.

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