

MODEL LETTER D: APPOINTMENT OR ADVANCEMENT TO PROFESSOR ABOVE SCALE

The following is a sample letter of solicitation of extramural referees for an APPOINTMENT OR ADVANCEMENT TO PROFESSOR ABOVE SCALE (Distinguished Professor) review.

The University of California, Riverside is conducting an exceptional review of the scholarly record of Professor _____ for the rank of Distinguished Professor (Professor Above-Scale). Each campus in the University of California system has only a small number of Distinguished Professors. 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 (and tenure) requires the demonstration of superior intellectual attainment, evidenced both in teaching and in research or other creative achievement. For promotion to Full Professor, we look for further evidence of this attainment and excellence beyond that which was achieved for 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, which calls for evidence of sustained and continuing excellence. 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.

Distinguished Professor (Professor Above-Scale) represents an even higher standard. In making your evaluation of the merits of Professor _____ for the Distinguished Professor rank, please think in terms of comparing the achievements of Professor _____ to those among the most distinguished researchers in the field. Our personnel rules state that advancement to this level "is reserved for scholars and teachers of the highest distinction whose work has been internationally recognized and acclaimed and whose teaching performance is excellent. Moreover, mere length of service and continued good performance at Professor, Step IX is not a justification. **The period of review is the candidate's entire career with emphasis on activity since their advancement to Professor, Step VI.**

In Addition, we would value an assessment of _____'s relative standing in their field. It would be most helpful if you could compare their research accomplishments with those of other scholars of similar experience in the same discipline and comment on if/how the accomplishments just meet, exceed, or far exceed those of the comparable scholars.

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. Please note that 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