

MODEL LETTER B: APPOINTMENT OR PROMOTION TO FULL PROFESSOR

The following text must be included in solicitations of letters of evaluation for APPOINTMENT OR 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.

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 this 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.