

MODEL LETTER H: APPOINTMENT OR PROMOTION TO ASSISTANT PROFESSOR IN RESIDENCE (SOM)

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

Dear Dr. _____:

The University of California, Riverside (UCR) School of Medicine within the Division of Clinical Sciences has under consideration the appointment of Dr. _____ to Assistant Professor in Residence. We are seeking your assistance in providing an assessment of Dr. _____. We have provided a copy of the Curriculum Vitae for your reference.

Appointments in this series in the UCR School of Medicine are made in cases of academically qualified individuals whose predominant responsibilities are to engage in teaching, research, or other creative work, and University and public service to the same extent and at the same level of performance as those holding corresponding titles in the Professor series in the same department. If possible, your letter should attest to all areas of review with which you are familiar. Accordingly, I am writing to request that you provide me with your analysis and evaluation of Dr. _____.

Under University of California policy, the letters of evaluation authors will be held in confidence. A candidate may request to see letters in the file, and pursuant to state law and University policy, the full text of the body of your letter will be provided to the candidate. However, any identifying information on the letterhead and within your signature block will be removed.

If requested, the letter will be provided to the candidate in redacted form. Thus, in order to keep your identity confidential, you may want to refrain from providing information in the body of the letter that would reveal your identity. If you wish, you may provide a brief factual statement regarding your relationship to the candidate as a separate attachment to your letter, or below the signature block which will not be disclosed to the candidate.

In those rare instances where a court or government agency seeks to compel the disclosure of the source of a confidential evaluation in University of California academic personnel files, it is the University practice to protect the identity of letters of evaluation authors to the fullest extent allowable under the law. The judicially mandated disclosure to identify confidential evaluations has been extremely rare at the University of California.

We recognize how much time and effort are involved in responding to this request, but please be assured that we place great importance upon your evaluation. Although we will be grateful for your response at any time, we hope that you can return your letter by recommend 2 weeks so that it can be included in the candidate's dossier. A signed PDF file e-mailed to _____.

attachment: Attachment E-8