

**MODEL LETTER L: APPOINTMENT OR PROMOTION TO FULL PROFESSOR OF TEACHING**

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

Dear \_\_\_\_\_:

The Department of \_\_\_\_\_ is evaluating \_\_\_\_\_ for possible [appointment/promotion] to the rank of Full 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. 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.

Full Professors 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 considered 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).

Within the University of California, appointment or promotion to Associate Professor of Teaching requires the demonstration of superior intellectual attainment, evidenced both in professional and/or scholarly activity and teaching. For promotion to Full Professor, we look for further evidence of this attainment and excellence beyond that achieved for promotion to Associate Professor of Teaching, and for significant impact that extends beyond the local campus and into the broader scholarly community. This could include evidence of national/international recognition of professional and/or scholarly achievement and activity 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 professional and/or scholarly achievement and activity 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 accomplishments with those of other

scholars of similar experience in the same discipline and comment on if/how the accomplishments 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 their 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