

**MODEL LETTER A: APPOINTMENT OR PROMOTION TO ASSOCIATE PROFESSOR**

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

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

The Department of \_\_\_\_\_ is evaluating \_\_\_\_\_ for possible promotion to the rank of associate professor with tenure. A critical part of this process is the analysis and evaluation of \_\_\_\_\_'s research and scholarship 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.

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

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

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.

Please note that the University of California encourages its faculty members to consider approved extensions of the pre-tenure/review period under circumstances that could interfere significantly with development of the qualifications necessary for tenure/advancement. Examples of such circumstances may include birth or adoption of a child, extended illness, care of an ill family member, disruptions to their research space, and challenges arising from the recent pandemic.

attachment: Attachment E-8