**Solicitation Letter for Unit 18 Initial Continuing Appointments - Template**

(Use only if the department wishes to solicit referee letters for the initial continuing appointment review file.)

Date

Professor XXX

Department of XXX

University of XXX

City, State, Postal Code

Dear Professor XXX:

The Department of XXX is considering XXX for a non-Senate faculty continuing appointment as Lecturer, effective July 1, 20XX. We would appreciate it if you would assist us by providing an assessment of XXX’s teaching ability and performance.

Evaluations of the academic qualifications or performance of Non-Senate faculty for purposes of consideration for a continuing appointment shall be made on the basis of demonstrated excellence in the field and in teaching, academic responsibility, and other assigned duties which may include University co-curricular and community service.

For your comments to be considered, I am asking that you respond no later than Month/Day, 20XX. You may email your letter to me if you prefer. My email address is: xxx@ucsd.edu.

Thank you for your assistance in this matter.

 Sincerely,

 XXXXX

 Chair

**CONFIDENTIALITY STATEMENT**

Although a candidate may request to see the contents of letters of evaluation, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.