**Solicitation Letter from Students for Unit 18 Initial Continuing Appointments – Template**

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

Date

Dr./Mr./Ms.XXX

Department of XXXX

University of XXX

City, State, Postal Code

Dear Dr./Mr./Ms./ XXX:

The Department of XXXX is considering Dr./Professor XXX for a non-Senate faculty continuing appointment as Lecturer, effective July 1, 20XX. For such appointments, the University of California recommends letters of evaluation from students of the candidate. I write to ask if you are able to comment on Dr./Professor XXX’s accomplishments as a teacher and mentor and/or service to the profession, this would also be very helpful. To ensure that your identity remains confidential, please see the confidentiality statement below.

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,

 XXXX

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.