

Examples of Appointment Solicitation Letters

(revised Nov. 2019)

[Ladder-Rank Assistant Professor](#)

[Ladder-Rank Associate Professor \(all steps\) or Full Professor \(Steps I - V\)](#)

[Ladder-Rank Professor, Step VI – IX](#)

[Ladder-Rank Professor, Above Scale](#)

[Professor In Residence](#)

[Professor of Clinical X](#)

[Adjunct Professor](#)

[Health Sciences Clinical Professor](#)

[Research Scientist](#)

[Project Scientist](#)

[Specialist](#)

[LSOE/Senior LSOE \(Pre 10/1/2018 Criteria\)](#)

[Academic Administrator](#)

[Academic Coordinator](#)

[LSOE/Senior LSOE \(Post 10/1/2018 Criteria\)](#)

Appointment as Ladder-Rank Assistant Professor

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment to the tenure-track position of Assistant Professor, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

Appointment at the level of Assistant Professor is made on the basis of potential for excellence in independent research or creative activity, teaching, professional activity, and service to the university and the professional community, in the expectation that the appointee will meet the standards for tenure by the time a promotion decision is due.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] primary scholarly or creative contributions and their impact or potential for impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level
- The quality of the venues in which [his/her] work has appeared
- [His/her] independent productivity and creativity and/or role in co-authored work
- How [he/she] she would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] potential as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included *below the signature block*, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

Sincerely,

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.

Appointment as Ladder-Rank Associate Professor (all steps) or Full Professor (Steps I – V)

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment to a tenured position as [Associate/Full] Professor, effective [date].

Include if applicable: Please note that since Professor/Dr. Lastname currently does not hold a tenured position, this appointment would effectively be a promotion to tenure.

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

Appointment at the level of [Associate/full] Professor is made on the basis of high-quality, significant research or creative activity and scholarly accomplishments, evidence of effective teaching, and evidence of effective participation in professional service.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] primary scholarly or creative contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored work
- How [he/she] would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] accomplishments as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment as Ladder-Rank Professor, Step VI – IX

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment to a tenured position as Professor, Step [VI/VII/VIII/IX], effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

The University of California divides the Full Professor rank into nine steps. Appointment at Steps VI through IX is reserved for professors who have been continuously and effectively engaged in highly distinguished scholarship, service, and teaching that is recognized nationally or internationally. Appointees are expected to be prominent leaders and to have made important contributions to their fields.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] main contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- [His/Her] role in co-authored work
- How [he/she] would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] accomplishments as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment as Ladder-Rank Professor, Above Scale

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as Professor, Above Scale (Distinguished Professor), effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

The University of California divides the full Professor rank into nine steps, and beyond these steps is the Above Scale designation, equivalent to Distinguished Professor at many other institutions. Appointment at this level is reserved for scholars and teachers of the highest distinction, whose work has been internationally recognized and acclaimed and whose teaching performance and service are excellent.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] main contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- [His/Her] role in co-authored work
- How [he/she] would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] accomplishments as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

Sincerely,

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Appointment in Professor In Residence series

Professor Henry Jones
Department of Nephrology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Nephrology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Assistant/Associate] Professor In Residence, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

Candidates for appointment in the Professor In Residence series are evaluated using standards identical to those for the Professor (tenure-track and tenured) series; i.e., they are expected to demonstrate the same high quality of research and scholarly accomplishments, teaching ability, and professional service. The primary difference is the manner in which the positions are funded. Although positions in the Professor In Residence series are not tenured, they confer membership in the University of California Academic Senate.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] main contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored work
- How [he/she] would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] accomplishments as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful. *[For Assistant rank, substitute if appropriate: "If you are able to comment on [Professor/Dr.] [Lastname's] potential as a teacher and mentor and for service to the profession, this would also be very helpful."]*

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

Sincerely,

Confidentiality Statement

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Appointment in Professor of Clinical X series

Professor Henry Jones
Department of Nephrology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Nephrology at the University of California, San Diego, is considering Dr. [Firstname Lastname] for appointment as [Assistant/Associate] Professor of Clinical Nephrology, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of Dr. [Lastname's] professional expertise and creativity and the degree to which they are recognized inside and outside our own institution, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

The Professor of Clinical X (e.g., Clinical Nephrology) series is reserved for faculty who have demonstrated expertise, dedication, and achievement in clinical and educational activities within and outside the UCSD School of Medicine.

At the University of California, appointment to the Professor of Clinical X series requires that we demonstrate the high quality of Dr. [Lastname's] teaching, clinical competence, expertise and activity, creative work, and university and public service. Although this is not a tenured position, it confers membership in the UC Academic Senate.

It is my hope that you will be able to provide a critical evaluation of Dr. [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] Dr. [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- The quality of clinical performance
- Demonstrated teaching abilities
- The quality of scholarly or creative activities and impact on their field
- How he/she would rate as a candidate for a similar position at your institution

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

Sincerely,

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.

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Appointment in Adjunct Professor series

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Assistant/Associate] Adjunct Professor, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research/creative activity and professional standing, and your opinion as to whether [his/her] scholarly accomplishments warrant appointment at the proposed level.

At the University of California, candidates for appointment in the Adjunct Professor series are evaluated using the same standards as those for the Professor (tenure-track and tenured) series; i.e., they are expected to demonstrate the same high quality of independent research and scholarly accomplishments, teaching ability, and professional service, although the degree of emphasis on each criterion may vary. Positions in this series are not tenured.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- [Professor/Dr.] [Lastname's] main contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- [His/her] independent productivity and creativity and/or role in co-authored work
- How [he/she] would rate as a candidate for a similar position at your institution

If you are able to comment on [Professor/Dr.] [Lastname's] accomplishments as a teacher and mentor and/or [his/her] service to the profession, this would also be very helpful. **[For Assistant rank, substitute the following if appropriate:]** If you are able to comment on [Professor/Dr.] [Lastname's] potential as a teacher and mentor and for service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment in Health Sciences Clinical Professor series

Professor Henry Jones
Department of Nephrology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Nephrology at the University of California, San Diego, is considering Dr. [Firstname Lastname] for appointment as Health Sciences [Assistant/Associate] Clinical Professor, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of Dr. [Lastname's] teaching ability, clinical competence, and scholarly/creative accomplishments, and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

It is my hope that you will be able to provide a critical evaluation of Dr.[Lastname's] performance and professional standing as a teacher and clinician, as well as an assessment of [his/her] achievements in original or scholarly work, because a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] a copy of Dr. [Lastname's] curriculum vitae. It would be most helpful if you addressed:

- The quality of clinical performance
- Demonstrated teaching abilities
- The quality of scholarly or creative activities such as research, publications, presentations, contribution to practice guidelines, patient teaching materials, etc.
- How [he/she] would rate as a candidate for a similar position at your institution

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

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Appointment in Research Scientist series

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Assistant/Associate] Research Scientist, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research and professional standing and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

The performance criteria for the Research Scientist series in regard to research and scholarship are identical to those for the Professor (ladder-rank) series. Appointees in the Research Scientist series function continuously and effectively as independent investigators, have complete responsibility for their research programs, and are leaders or have the potential for leadership in their fields. The ability to sustain an independent research program is an important criterion for appointment. Research Scientists normally are (or will be) fully self-funded principal investigators.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be helpful if you addressed the following:

- [Professor/Dr.][Lastname's] main contributions and their impact on the field
- How [his/her] accomplishments compare to those of other scholars in the field at a similar level of seniority
- The quality of the venues in which [his/her] work has appeared
- How [he/she] would rate as a candidate for a similar position at your institution
- [His/Her] independent productivity and creativity and/or role in co-authored work

[The following sentence is only applicable for Associate and full Research Scientists.] If you are able to comment on [Professor/Dr.] [Lastname's] service to the profession, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment in Project Scientist series

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Assistant/Associate] Project Scientist, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research and professional standing and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

Appointees in the Project Scientist series make significant and creative contributions to a research or creative project in an academic discipline. Appointees in this series may be either ongoing members of research teams or employed for a limited period of time to contribute high-level skills to specific research programs. Normally, Project Scientists carry out research or creative programs with faculty supervision and need not demonstrate fully independent research or research leadership. Appointees in the Project Scientist series do not have teaching responsibilities.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. I ask that you address [Professor/Dr.] [Lastname's] ability to make significant, original, and creative contributions to a research program or project.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment in Specialist series

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Assistant/Associate] Specialist, effective [date].

For such appointments, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research skills and experience and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

Appointees in the Specialist series engage in research in specialized areas and make contributions to a research project. They have no teaching responsibilities. Most Specialists are appointed to provide special skills, experience, and knowledge for research projects. A Specialist provides considerable independent input into the planning and execution of research, but generally works under faculty direction.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. I ask that you address [Professor/Dr.] [Lastname's] ability to perform specialized research as described above.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its academics, and we greatly appreciate your assistance.

Sincerely,

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.

Appointment in LSOE/Sr. LSOE (Pre October 1, 2018)

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as [Lecturer/Senior Lecturer] with [Potential] Security of Employment, effective [date].

For such actions, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] accomplishments in the areas described below and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

Appointment as [Lecturer/Senior Lecturer] with [Potential] Security of Employment is made on the basis of specialized teaching of truly exceptional quality, professional achievement and activity in the scholarship of teaching and learning, university and public service, educational leadership recognized beyond the campus, and contributions to instruction-related activities (e.g., training teaching assistants and developing instructional materials). Security of Employment refers to continuous employment and is analogous to tenure. ***[Add the following for LPSOE appointments.]*** A position with potential security of employment is thus analogous to a tenure-track position. ***[Add the following if applicable.]*** Appointment at the senior level requires teaching and professional accomplishments that have made the candidate a recognized leader in his or her professional field and/or in education.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Lastname's] curriculum vitae *[add the following if applicable]* and supporting documents.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

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Appointment as Academic Administrator

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as an Academic Administrator, effective [date].

For such appointments, UC San Diego requires letters of evaluation from individuals outside the University who are able to assess the candidate's qualifications in relation to the requirements described below. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] skills and experience and your opinion as to whether [his/her] accomplishments warrant such an appointment.

Academic Administrators oversee programs that either provide service to academic departments or serve the general public. They are expected to have professional and academic qualifications similar to those of academics in the programs they administer. A description of the specific position for which [Professor/Dr.] [Lastname] is being considered is [enclosed/attached].

Appointments are made on the basis of evidence of superior promise and/or performance in the following areas:

- Program administration and management (e.g., assessment of constituency needs, implementation of program innovations, program evaluation, development of extramural funding proposals, supervision of staff, serving as liaison with other agencies and institutions)
- Professional competence and activity (e.g., ability to relate to faculty and others, ability to forecast program and constituency needs, continued professional growth)
- University and public service (e.g., participation in departmental and University governance, representation of University in public and private sectors)

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] qualifications, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [his/her] curriculum vitae.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its academics, and we greatly appreciate your assistance.

Sincerely,

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Appointment as Academic Coordinator

Professor Henry Jones
Department of Archaeology
University of Pennsylvania
Philadelphia, PA 19104

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for appointment as an Academic Coordinator, effective [date].

For such appointments, UC San Diego requires letters of evaluation from individuals outside the University who are able to assess the candidate's qualifications in relation to the requirements described below. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] skills and experience and your opinion as to whether [his/her] accomplishments warrant such an appointment.

Academic Coordinators administer programs that provide service closely related to the teaching or research mission of the University. A description of the specific position for which [Professor/Dr.] [Lastname] is being considered is [enclosed/attached].

Positions in the Academic Coordinator series generally entail the following responsibilities:

- Academic program planning and development
- Assessment of program and constituency needs
- Evaluation of academic program activities and functions
- Development of proposals for extramural funding of campus programs and identification of support resources
- Serving as a liaison with other agencies and institutions in the public and private sectors
- Supervision and leadership of other academic appointees or staff

In addition, Academic Coordinators provide intellectual leadership and scholarship to their programs and participate in University and public service.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Lastname's] qualifications, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am enclosing a copy of [his/her] curriculum vitae.

Please include a statement commenting on your relationship with [Professor/Dr.] [Lastname], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than [date]. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its academics, and we greatly appreciate your assistance.

Sincerely,

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Note: To be used for Teaching Professors appointed under APM 285 criteria effective October 1, 2018

Appointment in Teaching Professor series (Post October 1, 2018)

Professor/Dr. First Name Last Name
Department/Section of XXXXXXXXX
University of XXXXXXXX
CITY, STATE, ZIP

Dear Professor/Dr [Last Name]:

The [Department/Section of XXXXXXXX] at the University of California, San Diego, is considering [Professor/Dr.] [First Name Last Name] for appointment at the [Assistant/Associate/Full] Teaching Professor rank with [Potential] Security of Employment, effective MONTH, DD, YYYY.

For such actions, the University of California requires letters of evaluation from experts in the field. I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Last Name's] accomplishments in the areas described below and your opinion as to whether [his/her] accomplishments warrant appointment at the proposed level.

Appointment at the [Assistant/Associate/Full] Teaching Professor rank with [Potential] Security of Employment is made on the basis of excellent teaching, professional and/or scholarly achievement and activity, including creative activity, and university and public service. Security of Employment refers to continuous employment and is analogous to tenure. ***[Add the following for Assistant Teaching Professors]*** A position with potential security of employment is thus analogous to a tenure-track position. ***[Add the following if applicable]*** Appointment at the senior level requires teaching and professional accomplishments that have made the candidate a recognized leader in his or her professional field and/or in education.

It is my hope that you will be able to provide a critical evaluation of [Professor/Dr.] [Last Name's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] [Professor/Dr.] [Last Name's] curriculum vitae ***[add the following if applicable]*** and supporting documents. It would be most helpful if you addressed:

- [Professor/Dr.] [Last Name's] accomplishments as a teacher; the demonstration of teaching excellence is the primary criterion in his academic series;
- Professional and/or scholarly achievement and activity, including creative activity;
- How [his/her/their] accomplishments compare to those of other educators in the field at a similar level at your institution or others;
- If applicable, the quality of the venues in which [his/her/their] work may have appeared;
- Whether [he/she/they] would qualify for the proposed rank and step at your institution;
- Finally, if you are able to comment on [Professor/Dr.] [Last Name's] service to the profession or the community, this would also be very helpful.

Please include a statement commenting on your relationship with [Professor/Dr.] [Last Name], making sure to note if you have been a co-author, mentor or collaborator on a proposed research project within the past five years. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential (please see confidentiality statement below).

To ensure that your comments are received in time to be shared with campus reviewers, I ask that you respond no later than MONTH, DD, YYYY. You may e-mail your letter to me as an attachment if you prefer. My e-mail address is [insert address].

I recognize that writing a detailed assessment represents a significant demand on your time. The University of California regards peer review as essential to maintaining the quality of its faculty, and we greatly appreciate your assistance.

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