

Examples of Review Solicitation Letters

(revised Jan. 2019)

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[Promotion to full Professor \(Ladder Rank\)](#)

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Promotion to Associate Professor (Ladder Rank)

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

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Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for promotion to Associate Professor, with tenure, 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

Promotion to tenure is awarded on the basis of excellence in research or creative activity, teaching, professional activity, and service to the University and the professional community.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for promotion to tenure 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 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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Promotion to full Professor (Ladder Rank)

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 promotion to the rank of full Professor. 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

Promotion to the full Professor level is awarded on the basis of sustained excellence in research or creative activity, teaching, professional activity, and service to the University and the professional community.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for promotion to full Professor 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).

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Note: Although UC uses Roman numerals (VI, VII, etc.) to denote steps, Arabic numerals (6, 7, etc.) may be used for better readability in letters to external referees.

Advancement to Professor, Step VI (Ladder Rank)

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 advancement to Professor, Step 6, 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant such advancement at this time.

The University of California divides the rank of full Professor into nine steps, which fall between promotion from Associate Professor and advancement to the Above Scale (Distinguished Professor) designation. Advancement to Step 6 requires a career review and evidence of highly distinguished scholarship, excellent teaching, and highly meritorious service. There must be evidence of continuing achievement at the prescribed level in all areas. In addition, great distinction, recognized nationally or internationally, in scholarly or creative achievement is required.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for such an advancement 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 if you prefer. My e-mail address is [insert address].

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Note: Although the UC system uses Roman numerals (VI, VII, etc.) to denote steps, Arabic numerals (6, 7, etc.) may be used for better readability in letters to external referees.

Accelerated advancement to or through Professor, Step VI (Ladder Rank)

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 a ___-year accelerated advancement from Professor, Step ___, to Professor, Step ___, 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant such advancement at this time.

The University of California divides the rank of full Professor into nine steps, which fall between promotion from Associate Professor and advancement to the Above Scale (Distinguished Professor) designation. The normal period of service is three years at each of the first eight steps and four years at Step 9. An accelerated advancement allows a faculty member to pass over one or more steps.

Advancement to (or beyond) Step 6 requires a career review and evidence of highly distinguished scholarship, excellent teaching, and highly meritorious service. There must be evidence of continuing achievement at the prescribed level in all areas. In addition, great distinction, recognized nationally or internationally, in scholarly or creative achievement is required.

Accelerated advancement to or beyond Step 6 rewards extraordinary contributions in research and creative activity, teaching, and service and other scholarly and educational contributions, and requires demonstration of both unusual achievement and exceptional promise of continued growth.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for such an advancement 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 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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Advancement to Professor, Above Scale (Ladder Rank)

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

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for advancement to Professor, Above Scale (Distinguished Professor), 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant such an advancement at this time.

The University of California divides the full Professor rank into nine steps. Beyond these steps is the Above Scale (Distinguished Professor) designation, which 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] a copy of [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, both nationally and internationally
- 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
- Whether [he/she] would qualify for such an advancement 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 if you prefer. My e-mail address is [insert address].

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Accelerated advancement – general

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

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for a____-year accelerated advancement from [rank/step] to [rank/step], effective [date].

For such actions, the University of California may seek 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 or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant such an advancement at this time.

At the University of California, the ranks of Assistant, Associate, and full Professor are divided into several steps, and a normal period of service (two, three, or four years) is designated for each step. An accelerated advancement, which allows a faculty member to pass over one or more steps, rewards extraordinary contributions in research and creative activity, teaching, and service and other scholarly and educational contributions. Such acceleration requires demonstration of both unusual achievement and exceptional promise of continued growth.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for such an advancement 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 if you prefer. My e-mail address is [insert address].

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Promotion in Professor In Residence series

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

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for promotion to [Associate/full] Professor In Residence, 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

At the University of California, the Professor In Residence series directly parallels the Professor (tenure-track and tenured) series, and the review practices and standards for promotion are entirely equivalent. Appointees in both series are expected to demonstrate the same high quality of research and scholarly accomplishments, teaching, 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 UC 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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for such a promotion 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 if you prefer. My e-mail address is [insert address].

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Promotion in Professor of Clinical X series

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

Dear Professor Jones:

The Department of Radiology at the University of California, San Diego, is considering Dr. [Firstname Lastname] for promotion to [Associate/full] Professor of Clinical Radiology, 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 Dr. [Lastname's] professional expertise, creativity, and recognition inside and outside our own institution, and your opinion as to whether these scholarly accomplishments warrant promotion at this time.

The Professor of Clinical X (e.g., Clinical Radiology) series is reserved for faculty who have demonstrated expertise, dedication, and achievement in clinical, educational, and scholarly activities within and outside the UCSD School of Medicine. For promotion, the University of California requires demonstration of the high quality of Dr. [Lastname's] teaching, clinical competence, expertise, creative and scholarly 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] a copy of 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
- Whether this candidate would qualify for such a promotion 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].

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Promotion in Health Sciences Clinical Professor series

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

Dear Professor Jones:

The Department of Radiology at the University of California, San Diego, is considering Dr. [Firstname Lastname] for promotion to [Associate/full] Health Sciences Clinical Professor, effective [date].

For such actions, the University of California requires letters of evaluation. 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 these accomplishments warrant promotion at this time.

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. 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, contributions to practice guidelines, patient teaching materials, etc.

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].

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Promotion in Adjunct Professor series

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

Dear Professor Jones:

The Department of Marine Archaeology at the University of California, San Diego, is considering [Professor/Dr.] [Firstname Lastname] for promotion to [Associate/full] Adjunct Professor, 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] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

At the University of California, candidates for promotion 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 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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for such a promotion 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).

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Promotion 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 Dr. [Firstname Lastname] for promotion to [Associate/full] Research Scientist, 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 Dr. [Lastname's] research and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

At the University of California, the scholarly contributions of Research Scientists 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. Research Scientists are expected to function as independent investigators, to have complete responsibility for their research programs, and to be leaders in their fields. Normally they are fully self-funded principal investigators. Appointees in this series have no formal teaching responsibilities, but are expected to engage in University and/or professional service at the Associate level and above.

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] a copy of Dr. [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. It would be most helpful if you addressed:

- Dr. [Lastname's] main research 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
- Whether [he/she] would qualify for such a promotion at your institution

[The following sentence is only applicable for promotion from Associate to full, since service is not required at the Assistant level.] If you are able to comment on 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 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.

Promotion in the 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 Dr. [Firstname Lastname] for promotion to [Associate/full] Project Scientist, 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 Dr. [Lastname's] research and professional standing, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

The criteria for reappointment and advancement in the Project Scientist series are demonstrated significant, original contributions to a research project or creative program. Project Scientists are not required to carry out independent research or develop an independent research reputation, and normally they work with faculty supervision. Project Scientists are not required to engage in University and public service (but are encouraged to do so), and they do not have teaching responsibilities.

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] a copy of Dr. [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. I ask that you address Dr. [Lastname's] demonstrated success in making significant, original 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 if you prefer. My e-mail address is [insert date].

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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Promotion in the 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 Dr. [Firstname Lastname] for promotion to [Associate/full] Specialist, 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 Dr. [Lastname's] research skills and experience, and your opinion as to whether [his/her] accomplishments warrant promotion at this time.

The criteria for advancement in the Specialist series are engaging in research in a specialized area and making contributions to a research project. Most Specialists are appointed to provide special skills, experience, and knowledge for research projects. They have no teaching responsibilities. Specialists provide considerable independent input into the planning and execution of research, but generally work under faculty direction.

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] a copy of Dr. [Lastname's] curriculum vitae and [copies of/links to] [his/her] recent publications. I ask that you address Dr. [Lastname's] demonstrated success in performing 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 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.

Promotion to LSOE/Sr. LSOE

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 Dr. [Firstname Lastname] for promotion to [Lecturer/Senior Lecturer] with 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 Dr. [Lastname's] accomplishments in the areas noted below and your opinion as to whether these accomplishments warrant promotion at this time.

Lecturers with Security of Employment are expected to function as scholars of teaching and learning. The four criteria for promotion are specialized teaching of truly exceptional quality; professional achievement and activity as well as University and public service; educational leadership recognized beyond the campus; and contributions to instruction-related activities (e.g., training of teaching assistants and development of instructional materials). Security of Employment refers to continuous employment and is analogous to tenure.

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] a copy of 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 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.

Promotion in Academic Administrator 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 Dr. [Firstname Lastname] for promotion as Academic Administrator, effective [date].

For such actions, the University of California requires letters of evaluation from individuals outside the University who are able to assess the candidate's performance. I write to ask if you can assist us by providing a frank assessment of Dr. [Lastname's] accomplishments and your opinion as to whether these accomplishments warrant promotion at this time. A description of Dr. [Lastname's] position is attached to aid you in your evaluation.

Promotion is awarded on the basis of:

- Administrative performance (e.g., program management, 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 (e.g., ability to relate with 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 Dr. [Lastname's] work, as a detailed evaluation is more useful than a testimonial summary. To aid you, I am [enclosing/attaching] 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 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.

Promotion in the Academic Coordinator 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 Dr. [Firstname Lastname] for promotion in the Academic Coordinator series, effective [date].

For such promotions, the University of California requires letters of evaluation from individuals outside the University. I write to ask if you can assist us by providing a frank assessment of Dr. [Lastname's] accomplishments and abilities and your opinion as to whether they warrant promotion.

Positions in the Academic Coordinator series generally entail the responsibilities listed below.

- 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.

Promotion from one level to the next in this series is based on a change in the scope and complexity of the program being administered, as well as the candidate's accomplishments and abilities. A description of these program changes, and the resulting changes in the responsibilities for this position, is [enclosed/attached].

It is my hope that you will be able to provide a critical evaluation of Dr. [Lastname's] qualifications, as a detailed evaluation serves us better than a testimonial summary. To aid you, I am [enclosing/attaching] 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 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

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Career Equity Review

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 a recalibration of rank and step as part of a Career Equity Review. The recalibration being proposed would result in a special advancement from [Associate] Professor, Step __, to [Associate] Professor, Step __, effective [date].

A Career Equity Review (CER) is an evaluation to determine whether a faculty member is correctly calibrated in rank and step. The CER process examines cases in which normal personnel actions, from the initial hiring onward, may have resulted in an inaccurate rank and/or step designation. When warranted, a CER review may result in the recalibration of the faculty member to a higher rank and step consistent with prevailing UCSD standards. For your reference, the CER policy is available at <http://adminrecords.ucsd.edu/ppm/docs/230-220.pdf>.

I write to ask if you can assist us by providing a frank assessment of [Professor/Dr.] [Lastname's] research or creative activity and professional standing, and your opinion as to whether [his/her] accomplishments warrant the proposed recalibration at this time.

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] a copy of [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
- The quality of the venues in which [his/her] work has appeared
- [His/Her] independent productivity and creativity and/or role in co-authored publications
- Whether [he/she] would qualify for the proposed rank and step 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 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.

Promotion to Associate/Full Teaching Professor

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 promotion to [Associate/Full] Teaching Professor with 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/their] accomplishments warrant appointment at the proposed level.

Teaching Professors with Security of Employment are expected to function as scholars of teaching and learning. The criteria for promotion are: teaching excellence, professional achievement and activity, including creative activity, and University and public service. Security of employment refers to continuous employment and is analogous to tenure.

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 this academic series;
- Professional and/or scholarly achievement and activity, including creative activity;
- How [his/her/their] accomplishments compare to those of other educators and scholars in the field at a similar level;
- 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, 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.

Sincerely,

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