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To: School of "Title" Faculty
From: Case letter writer and/or review committee names
Date: 1 December 2005
Subject: Merit Increase for Assistant Professor Joe Candidate

Background

Professor Joe Candidate joined the University of California, Merced (UCM) faculty on July 1, 2005, as an Assistant Professor, Step II, in the "discipline" program of the School of "Title of school". He is being considered for a merit increase to Step III this review period.

Professor Candidate came to UCM from an appointment as a "rank or title" at the University of California, "name of university", where he had worked with Dr's. "Name" and "Name", colleagues since 1999. Professor Candidate received his Bachelors degree from "Name" University's School of "discipline" graduating *cum laude* in "area of degree". His Masters in "area of degree" is from "name of University" and was awarded in 2002. He received a doctorate in 2004, from the "name of University", in "area of degree" having passed his Ph.D. oral exams with distinction. Professor Candidate's area of specialization is "area of specialization".

Teaching

As a member of the founding faculty, Professor Candidate began teaching at UCM in fall 2005. He has taught "discipline" with a large enrollment. He will likewise be the instructor this spring for "course name", which will cover the "brief description of course work", and is also expected to have a large enrollment. He will teach a graduate-level seminar in "course name" along with an independent study for a junior-level transfer student.

In addition to creating and teaching an entirely new lecture course for this semester, Professor Candidate has played a significant role in the creation and delivery of the "course name and/or discipline". Professor Candidate not only helped design and teach this course, which has an enrollment of 20 upper-division transfer students and four graduate students, but has continued to assist the

undergraduates as well as the graduate students in the completion of their assignments.

Professor Candidate also played a leading role in the creation this semester of a third course, “course name”. He remains the adviser of record for two graduate students in the PhD program.

Research and Creative Work

Professor Candidate’s dissertation at the “name of University”, “Title,” broke new ground in the field of as a form and expression of state power. Since coming to Merced, Professor Candidate has continued to build upon this record of scholarship.

Three articles have been published, including an article in a special edition of the main journal in his field of “area of specialization”. In addition, an article that was in progress when he joined the UCM faculty has since been accepted for publication and is now in press.

As a result of these articles and other work in the area of “his research,” Professor Candidate has been invited to present papers at several upcoming academic symposia, including, most recently at the “name of University”.

Professor Candidate has made substantial progress on a book manuscript, based upon his dissertation and work done while at the “name of University”. He has recently held discussions with an editor at the “name of University”, which is the leading publisher in the “area of research” and has expressed interest in a formal submission of the manuscript.

In addition to his research and publications, Professor Candidate received funding from “name of University or foundation” for a seminar series on the topic “area of research”.

Professional competence and Activity

With regard to Professor Candidate’s service on behalf of professional societies and in his area of academic specialization, Professor Candidate during this review period has organized a session for the “name of association” annual meeting, and continues to serve on the Editorial Board of the “title of the board”, and as a reviewer for the on-line journal, “*title of the Journal*”.

University and Public Service

During this first year of UCM’s operation, Professor Candidate has shown himself to be an exceptionally good “citizen” of the School and the Merced campus. Accordingly, he is currently the UCM representative on three UCOP system-wide committees.

In addition, Professor Candidate has remained an active member of the “school’s name” Graduate Group. In that role, he participated in the drafting of the group’s Bylaws, the selection of the inaugural cohort of graduate students, and in the design of both undergraduate and graduate courses for the major.

Contribution to Diversity and Equal Opportunity

Dr. Candidate embraces the University of California's commitment to excellence and equity in his research, teaching, professional and public service contributions. He has participated in the preparation and outreach of programs designed to remove barriers facing women, minorities and veterans. He has an exceptional record of mentoring students and colleagues from groups under-represented in his field. He has developed effective teaching strategies for the educational advancement of students from groups underrepresented in higher education. He has taught in minority serving institutions and has experience teaching students with disabilities.

Dr. Candidate research interest contributes to diversity and equal opportunity in higher education with his work on issues such as evaluating programs, curricula and teaching strategies designed to enhance participation of underrepresented students in science and engineering. Dr. Candidate has the communication skills and cross-cultural abilities to maximize effective collaboration with a diverse community of campus and external colleagues. (Refer to Exhibits K and L for guidelines.)

Summary

On the basis of his distinguished record of teaching, research, publications, and University service, Professor Candidate is making very good progress toward a positive tenure decision. He has established an outstanding record of teaching, research, and service, and has demonstrated clear promise and achievement appropriate to his rank. I recommend him unreservedly for a merit increase from Assistant Professor Step II to Step III.