

SAMPLE LETTERS FOR SENATE FACULTY APPOINTMENTS

Solicitation Letters to External Reviewers

Assistant Professor • Associate Professor • Professor (Steps I--V) • Professor (Step VI) • Professor (Above Scale)

Dear Professor _____:

Dr. _____ is being considered for an appointment as an Assistant Professor* in the School of _____ at the University of California, Merced. Appointment to Assistant Professor within the UC system is made in the expectation that the appointee will meet standards for a tenured appointment by the time a promotion decision is due. Recommendations for faculty appointments at this level must indicate clear evidence of potential excellence in both teaching and research. I would greatly appreciate your evaluation of Dr. _____ work.

I ask that you provide comments that will assist us in our evaluation of Dr. ____ for such a position. In particular, please comment to the extent possible on (1) the quality and significance of their research, (2) the quality and quantity of their teaching, and (3) their overall stature and influence within their professional community. In some cases, faculty may have opportunities for achievement limited by external circumstances beyond their control. Without compromising the high standards that are necessary for an evaluation of the candidate's overall record, reviewers are asked to apply criteria with reasonable flexibility.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, material that would identify you, particularly your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

Your assistance in this matter would be most appreciated. It would be most valuable for our evaluation if you could send your evaluation by _____. To facilitate your evaluation, I am enclosing Dr. _____'s curriculum vitae and electronic copies and/or link to Dr. _____'s publications. Your response can be sent via e---mail attachment to: ____@ucmerced.edu with a hard---copy version sent to the following address:

University of California, Merced
Attention: _____
School of _____
P O BOX 2039
Merced, CA 95344

Thank you for your assistance.

Sincerely,

*Should state Step if IV or V but not necessary if below Step IV.

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Dear Professor _____:

Dr. _____ is being considered for an appointment/a promotion as Associate Professor in the School of _____, at the University of California, Merced. Appointment to Associate Professor within the UC system includes tenure. The record of performance in (a) teaching, (b) research or other creative work, (c) professional activity, and (d) University and public service is carefully assessed. Superior intellectual attainment, as evidenced both in teaching and in research or other creative achievements, is an indispensable qualification for appointment to tenured positions. I would greatly appreciate your evaluation of Dr. _____'s work.

In asking for your candid review of Dr. _____'s scholarship, we would appreciate an analytical evaluation of their specific achievements, the originality of scholarship, and the influence that scholarship has had on the perspectives and methods within your field. It might also be helpful if you could compare Dr. _____'s research with that of others in the field at a similar stage in their careers. In particular, please comment to the extent possible on (1) the quality and significance of their research, (2) the quality and quantity of their teaching, and (3) their overall stature and influence within their professional community. In some cases, faculty may have opportunities for achievement limited by external circumstances beyond their control. Without compromising the high standards that are necessary for an evaluation of the candidate's overall record, reviewers are asked to apply criteria with reasonable flexibility.

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Dear Professor _____:

The School of _____ at the University of California, Merced, is proposing the appointment/promotion of Dr. _____ as Professor, Above Scale. This designation is reserved for scholars of the highest distinction whose work is internationally recognized and acclaimed and whose teaching performance is excellent. Recommendations for appointment at this level must be supported by external letters from leading scholars. We would greatly appreciate your evaluation of Dr. _'s scholarly work and their position in the field of _____.

In asking for your candid review of Dr. _____'s scholarship, we would appreciate an analytical evaluation of their specific achievements, the originality of scholarship, and the influence that scholarship has had on the field. It might also be helpful if you could compare him/her with other scholars of comparable stature.

Any information you could provide about Dr. _____'s performance as an undergraduate instructor and/or as a supervisor and mentor of graduate students would be most helpful. Similarly, we would appreciate any comments you might have on his/her service contributions to their professional field (e.g., reviewing of papers, conference activities, or promotion of collegial sharing among their peers). In some cases, faculty may have opportunities for achievement limited by external circumstances beyond their control. Without compromising the high standards that are necessary for an evaluation of the candidate's overall record, reviewers are asked to apply criteria with reasonable flexibility.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, material that would identify you, particularly your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

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Dear Professor _____:

The School of _____ at the University of California, Merced, is currently considering Dr. _____ for appointment/promotion as Professor with tenure. For such appointments, the University of California requires letters of evaluation from experts in the field. I would be very appreciative if you would serve as an external reviewer for Dr. _____'s appointment.

The ranks of Associate Professor and Professor within the UC system are tenured. The record of performance in (a) teaching, (b) research or other creative work, (c) professional activity, and (d) University and public service is carefully assessed. A candidate for the rank of Professor is expected to have an accomplished record of research that is judged to be excellent by his peers within the larger discipline or field. Superior intellectual attainment as evidenced both in teaching and in research or other creative achievement is an indispensable qualification for appointment to a professor rank. In some cases, faculty may have opportunities for achievement limited by external circumstances beyond their control. Without compromising the high standards that are necessary for an evaluation of the candidate's overall record, reviewers are asked to apply criteria with reasonable flexibility.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, material that would identify you, particularly your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

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Dear Professor _____:

The School of _____ at the University of California, Merced, is proposing the appointment of Dr. _____ as Professor, Step VI. The University of California salary scale for full professor appointments has nine steps. Steps VI to IX are reserved for Professors of great scholarly distinction, whose work is nationally or internationally recognized and acclaimed and whose teaching performance is excellent. Recommendations for appointment at this level must be supported by external letters from leading scholars. We would greatly appreciate your evaluation of Dr. _____'s scholarship work and his/her position in the field of _____.

In asking for your candid review of Dr. _____'s scholarship, we would appreciate an analytical evaluation of their specific achievements, the originality of the scholarship, and the influence that scholarship has had on the perspectives and methods within your field. It might also be helpful if you could compare them with other scholars of comparable stature. In some cases, faculty may have opportunities for achievement limited by external circumstances beyond their control. Without compromising the high standards that are necessary for an evaluation of the candidate's overall record, reviewers are asked to apply criteria with reasonable flexibility.

Any information you could provide about Dr. _____'s performance as an undergraduate instructor and/or as a supervisor and mentor of graduate students would be most helpful. Similarly, we would appreciate any comments you might have on his/her service contributions to his/her professional field (e.g., reviewing of papers, conference activities, or promotion of collegial sharing among their peers).

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, material that would identify you, particularly your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

Your assistance in this matter would be most appreciated. It would be most valuable for our evaluation if you could send your evaluation by _____. To facilitate your evaluation, I am enclosing Dr. _____'s curriculum vitae and electronic copies and/or link to Dr. _____'s publications. Your response can be sent via e---mail attachment to: _____@ucmerced.edu with a hard---copy version sent to the following address:

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