**EXHIBIT D**

**SAMPLE APPOINTMENT LETTER: PROFESSOR, ABOVE SCALE**

Dear Dr.\_\_\_\_\_\_\_\_\_\_\_\_:

The Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of California, Irvine, is proposing the appointment 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 scientists. We would greatly appreciate your evaluation of Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s scientific work and his/her position in the field of \_\_\_\_\_\_\_\_\_\_\_\_. It would be helpful if you would compare him/her with other scientists of comparable stature. Please specify the leading departments (with the most rigorous standards for scholarship) where scholars pursuing the same kinds of work as Dr.\_\_\_\_\_\_\_\_\_\_ are appointed. In your judgment, does Dr. \_\_\_\_\_\_\_\_ meet the standards for appointment to a similar position in these departments? Would you argue that you would support Dr. \_\_\_\_\_\_\_\_ at your institution?

We would be most appreciative if you could send your evaluation by \_\_\_\_\_\_\_\_\_\_\_\_\_, or at your earliest convenience if you cannot meet that date. To facilitate your evaluation, I am enclosing (1) Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s curriculum vitae and list of publications, and (2) a brief statement identifying his most significant contributions.

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.

I would like to thank you on behalf of the Department of \_\_\_\_\_\_\_\_\_\_ for your assistance. I realize that this is an imposition on you, but the opinions of distinguished outside scholars weigh heavily in consideration of faculty appointments at the University of California. As an authority in the field, your opinions will enter significantly in the deliberations of the department and the university administration. If you would like additional information, please feel free to call me at (949) \_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

Dean/Chair/Executive Committee Chair

Enclosures