SAMPLE Professor of Teaching series solicitation letter, Promotion from Associate Professor of Teaching to Professor of Teaching.

Revised Extensively to add family/pandemic/medical leave friendly language.

Dear \_\_\_\_\_\_\_\_\_\_:

The Department of \_\_\_\_\_\_ at the University of California, Irvine (UCI), is considering Professor\_\_\_\_\_\_\_ \_\_\_\_\_\_ for a promotion from Associate Professor of Teaching to the rank of Professor of Teaching. This designation is awarded to faculty who have had a large impact on the educational mission of the university and whose scholarly work in the discipline and/or pedagogy is well recognized and impactful beyond the university. Promotion to Professor of Teaching at UCI requires letters of evaluation from experts in the field.

In considering the promotion to Professor of Teaching, the University evaluates the faculty member's performance during their entire service as Associate Professor of Teaching. As you are making your assessments of quantity, please note that the time at rank can differ for candidates for a variety of reasons. We are most interested in your evaluation of whether the volume, quality, and impact of work warrants promotion. We do not evaluate the annualized rate at which the work was produced.

I am writing to ask if you are willing to assist by writing a letter assessing Professor \_\_\_\_\_\_\_\_\_ achievements in teaching, research/creative activity and service. I am attaching Professor \_\_\_\_ CV and materials documenting their contributions to teaching, research/creative activity, and service. I would like to receive your letter no later than Month Day, year, which will allow us sufficient time to meet our internal review deadlines. I realize this request impacts your valuable time and I assure you that opinions of outside scholars such as yourself carry critical weight in considerations for promotion at the University of California.

Promotion to Professor of Teaching at UCI requires contributions in the three major review areas, 1) teaching, 2) research/creative activity, and 3) service with the expected effort in each area outlined below. We have also included the School Expectations Guidance for Merit and Promotion in the Professor of Teaching series.

We ask that your letter address the following issues:

1. Teaching (XX% effort) *[Please insert the percent distribution in each section below based on the Professor of Teaching guidelines established in your school]*: What is the evidence that Professor XX is making effective and innovative contributions to the undergraduate and/or graduate academic program in the Department of \_\_\_\_\_\_\_\_\_\_\_? Please provide specific comments on the candidate’s performance as a teacher (e.g. evidence of effectiveness in the classroom, mentorship, creativity, innovative use of technology, course or curriculum design, assessment strategies, evidence of the use of inclusive pedagogy, etc). Commenting on any additional items such as teaching awards would also be helpful.

2. Research/Creative Activity (XX% effort): What is the evidence that the candidate has made outstanding and recognized research or creative contributions in their discipline and/or to pedagogy? Evidence of impact beyond the university can include but is not limited to journal publications, books, presentations at national meetings, performing in performances, design for concerts, video creation, or other creative activities, grants to support teaching innovation, and development of training programs.

3. Service (XX % effort): What is the evidence that the candidate has made appropriate contributions to departmental and university governance and/or contributed service to the profession and the broader community outside of the university? Please also comment on their contributions to diversity, equity and inclusion. In addition, we would appreciate receiving any comments regarding their leadership and level of commitment required for a particular service role.

Finally, it would be particularly helpful if you could comment on whether the candidate would likely be given this promotion at your institution.

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 to the candidate will lack the letterhead, the signature block, and any material below the signature block. Therefore, any information 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 confidential information might be sought, the University does its utmost to protect the identity of sources.

Should you need additional information to help you evaluate Professor \_\_\_\_\_\_\_\_, please feel free to contact me.

Thank you, once again, for your valuable assistance.

Sincerely,