**Sample: Promotion — Assistant Professor to Associate Professor, Exhibit A**

Revised Extensively on 5/23/23 to be consistent with family/pandemic/medical leave language.

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

The Department of \_\_\_\_\_\_\_\_\_\_ at the University of California, Irvine, has under consideration the promotion of Professor\_\_\_\_\_\_\_\_\_ to the rank of Associate Professor, an action that carries with it tenure. In the University of California system, letters of evaluation from peers and from scholars outside the University are important parts of the review.

In considering the promotion to Associate Professor, the University evaluates the faculty member's research performance during their entire service as Assistant Professor. I would therefore appreciate your assessment of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_'s scholarly accomplishments in terms of the significance of the work and its overall contribution to the field, and your description of the main ideas, conclusions, or methods which are especially innovative. In particular, please comment on Professor \_\_\_\_\_\_\_\_\_\_\_\_’s progress as it bears on tenure in the University of California system (the quality and quantity). Please specify the leading departments (with the most rigorous standards for scholarship) where scholars pursuing the same kinds of work as Professor\_\_\_\_\_\_\_\_\_ are promoted. In your judgment, does Professor \_\_\_\_\_\_\_\_ meet the standards for promotion to a similar position in these departments? Would you support Professor \_\_\_\_\_\_\_\_’s promotion at your institution? Please also compare Professor \_\_\_\_\_\_\_\_’s record with the record of (a *named cohort*) of recently tenured/promoted candidates at leading departments.

In considering promotion to Associate Professor, the University evaluates the faculty member’s performance during their entire service as Assistant Professor. As you are making your assessments of quantity, please note that the eight-year limit 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 work was produced.

The University looks for "evidence of a productive and creative mind should be sought in the candidate’s published research or recognized artistic production in original architectural or engineering designs, or the like."1 With respect to professional competence and activity, "the candidate's professional activities should be scrutinized for evidence of achievement and leadership in the field and of demonstrated progressiveness in the development or utilization of new approaches and techniques for the solution of professional problems."2

In providing the assessments it is important that reviewers not only identify research and professional contributions, but also provides **evaluative comments**. For example, it is helpful to compare a particular work to other similar work in the field; to compare the individual to other named individuals in the field; to comment on the influence of the work to the specific area of research; and to see potential national recognition likely to accrue as a result of the work. The more specific the analysis, the more helpful it will be to the committee.

For your convenience, I am enclosing a copy of Professor \_\_\_\_\_\_\_\_\_\_'s vita, a statement concerning their scholarly activities, and samples of scholarly work. We would greatly appreciate if it you could respond to this request by \_\_\_\_ [give date].

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.

In advance, thank you very much for your assistance.

Sincerely yours,