**Sample: Promotion — Associate Professor to Professor, Exhibit B**

Revised Extensively on 6/26/23 to be consistent with family/pandemic/medical leave language.

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

The Department of \_\_\_\_\_\_\_\_\_\_\_ at the University of California, Irvine, is reviewing Professor \_\_\_\_\_\_\_\_\_\_'s status and recent accomplishments in order to determine whether it would be appropriate to recommend them for promotion to the rank of Professor. It has been suggested that you could provide valuable assistance in the assessment of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_'s scholarship, and I am hopeful you will be willing to assist us in this process.

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently an Associate Professor with tenure. To offer insight into their work, I am enclosing a copy of the CV and copies of some recent publications and papers in press. If you are willing to evaluate Professor \_\_\_\_\_\_\_\_\_, we would need a detailed analysis of their work, the significance of their contributions, and an assessment of their relative standing in the field. 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 full professor to a similar position in these departments? Would you argue that you would support Professor \_\_\_\_\_\_\_\_\_\_ at your institution?

In considering promotion to Professor, the University evaluates the faculty member’s performance during their entire service as Associate Professor. 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 work was produced.

I realize a request for your assistance constitutes an imposition. I would, however, like to assure you that opinions of outside scholars such as you carry critical weight in considerations about promotion in the University of California. If you are unable to provide an evaluation of the type requested, I would appreciate hearing from you at your earliest convenience. If you are willing to assist us in assessing the scholarly contributions of Professor \_\_\_\_\_\_\_\_\_\_, we would like to receive your letter as quickly as possible, and no later than the first half of December. Should you need any additional information to assist you, please let me know.

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.

Should you need additional information to help you evaluate Professor \_\_\_\_\_\_\_, please feel free to contact me. Thank you for your valuable assistance.

Sincerely,