**Sample: Advancement to Above Scale — Professor, Exhibit E**

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

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

The Department of \_\_\_\_\_\_\_\_\_\_ is considering recommending Professor \_\_\_\_\_\_\_\_\_\_\_\_ for advancement to Professor, Above Scale, the highest professorial rank in the University of California system. This designation is reserved for scholars of the highest distinction whose work is internationally recognized and acclaimed. We would greatly appreciate your evaluation of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_'s scientific work and their position in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_. It would be helpful if you would compare them with other scientists and scholars of comparable stature.

In considering the advancement to Professor, Above-Scale, the University evaluates the faculty member’s performance during their last three to five years. As you are making your assessments of quantity, please note that the time for advancement to Professor, Above-Scale, 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 the advancement. We do not evaluate the annualized rate at which the work was produced.

While we are interested in your view of Professor \_\_\_\_\_\_\_\_\_’s scholarship as a whole, we are particularly interested in your evaluation of their work over the past three to five years. To aid you in this evaluation, I have enclosed a copy of Professor \_\_\_\_\_\_\_\_\_'s CV as well as several of their most recent publications.

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 personnel actions at the University of California. As an authority in the field, your opinions will enter significantly in the university's deliberations on this case.

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

Sincerely,