**EXHIBIT B**

**SAMPLE APPOINTMENT LETTER: ASSOCIATE PROFESSOR**

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

The Department of \_\_\_\_\_\_\_\_\_ at the University of California, Irvine, is currently considering Professor \_\_\_\_\_\_\_\_\_\_ for appointment as Associate Professor with tenure. For such appointments, the University of California requires letters of evaluation from experts in the field. I am asking if you would be willing to serve this function.

We realize that this request is an imposition on your time. However, the department would be extremely grateful if you could provide us with your candid opinion. We would further appreciate it if you could compare Professor \_\_\_\_\_\_\_\_\_'s research with that of others in the field at a similar stage in their careers. Please specify the leading departments (with the most rigorous standards for scholarship) where scholars pursuing the same kinds of work as Professor\_\_\_\_\_\_\_\_\_\_ are appointed. In your judgment, does Professor \_\_\_\_\_\_\_\_ meet the standards for appointment to a similar position in these departments? Would you argue that you would support Professor \_\_\_\_\_\_\_\_ at your institution? Any information you could provide about Professor \_\_\_\_\_\_\_\_\_\_\_'s performance as an undergraduate instructor and/or as a supervisor and mentor of graduate students would be most helpful. Similarly, we would appreciate any comments you might have on his/her service contributions to his/her professional field (e.g., reviewing of papers, conference activities, or promotion of collegial sharing among his/her peers).

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 am enclosing Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_'s vitae and publication list. Thank you for your assistance.

Sincerely,

Dean/Chair/Executive Committee Chair

Enclosures