**Sample: Accelerated Merit Increase — Professor (Step II to Step IV), Exhibit C**

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

The Department of \_\_\_\_\_\_\_\_\_\_\_ at the University of California, Irvine, is considering an accelerated merit increase for Dr.\_\_\_\_\_\_\_\_\_\_ from Professor, Step II to Professor, Step IV. Because such advancement is only granted on evidence of exceptional performance in research, teaching, and university service, I am writing to request from you an evaluation of Dr. \_\_\_\_\_\_\_\_\_'s professional progress and accomplishments in the field of \_\_\_\_\_\_\_\_\_\_\_. If at all possible, I would like to receive your letter by November 24.

For your information, I have included a curriculum vitae, a list of publications, and other items related to Dr.\_\_\_\_\_\_\_\_\_\_\_'s research, teaching and professional service. If you should need any further information or assistance, please call me at (949)\_\_\_\_\_\_\_\_.  
  
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.  
  
My colleagues and I are aware of the efforts that you will have to expend to prepare a letter of evaluation. We believe, however, that critical extramural evaluations are of the utmost importance. Let me thank you for your time and energy in providing us with this assistance.

Sincerely,