**Sample: Advancement to Step VI — Professor**

**Exhibit D**

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

The Department of \_\_\_\_\_\_\_\_\_\_\_ is reviewing Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s status and recent accomplishments in order to determine whether it would be appropriate to recommend him/her for advancement from Professor, Step V, to Professor, Step VI. As you may know, advancement to Step VI is a special one in the University of California system. It requires careful written evaluations by professional colleagues and is granted only on evidence of great scholarly distinction and national or international recognition, highly meritorious service, and evidence of excellent University teaching.

I hope that you will be willing to assist us in this process. To offer insight into Professor\_\_\_\_\_\_\_\_\_'s research, I am enclosing a copy of his/her vita and a sampling of recent publications and papers in press. If you are willing to evaluate him/her, we would need a detailed analysis of his/her work, your opinion of the significance of his/her contributions, and your assessment of his/her relative standing in the field.

Publications should reveal that the person is among the very best scholars in the field. Does Professor \_\_\_\_\_\_\_\_ show equivalent accomplishment to other senior colleagues who are setting the standards of excellence today? Is he/she one of those energetic and original scholars who is changing the standards and perspectives of his/her discipline? We would appreciate it if you could address each of these questions and compare Professor \_\_\_\_\_\_\_\_\_\_\_'s accomplishments directly with those of other specific senior colleagues. The more detailed and documented your analysis, the more helpful it will be to us.

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.  
  
Given the campus-imposed time constraints, we would appreciate a letter within a month, sooner if possible. If you are prepared to write but need substantially longer than a month, or you cannot provide us with a letter of evaluation, please let me know as soon as convenient. If you need additional information or publications, please give me a call at (949) \_\_\_\_\_\_\_\_, and I will be delighted to provide them.

Thank you for your consideration of this request and, I hope, for your assistance.

Sincerely,