8.2 Sample letter of solicitation for promotion and/or continuing appointment:

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

We are considering the promotion of \_\_\_\_\_\_\_\_\_\_ from (rank) \_\_\_\_\_\_\_\_\_\_\_ to

(rank) \_\_\_\_\_\_\_\_\_with/without tenure. In order to help us reach a decision, we would appreciate your candid assessment of Dr. \_\_\_\_\_\_\_\_\_\_\_'s professional achievements and standing in the field of \_\_\_\_\_\_\_\_\_\_\_. For your convenience a current curriculum vitae and representative sample of publications are enclosed. Please indicate to what extent you have had occasion to interact personally with the candidate.

We would especially value your expert opinion on the quality, originality and importance of the candidate's research and your estimation of how she/he compares in professional accomplishments with others at similar stages in their career or holding comparable academic rank. It would also be useful to know whether a candidate of Dr. \_\_\_\_\_\_\_\_\_\_'s qualifications would probably be promoted/receive tenure at your institution. Any other information you can supply regarding the candidate's effectiveness in teaching or her/his national or international reputation in her/his field of research would be greatly appreciated.

To the extent possible under current legal principles, the candidate will not have access to your letter of reference unless you give us specific permission, in writing, to provide a copy to him/her. Such a written statement of permission from you must specify whether the candidate may see your letter in its entirety, as written, or only with all identification of source or authorship deleted. If you are willing to grant the candidate access to your letter, please include one of the statements below at the end of your letter, following your signature and title:

**\_\_\_\_\_\_** The candidate may NOT read my letter of recommendation.

\_\_\_\_\_\_ The candidate may read my letter of recommendation only if all identification as to

 its source is deleted.

\_\_\_\_\_\_ The candidate may read my letter of recommendation as it stands.

If you do not include any of these statements, the candidate will not be granted access to your letter.

Thank you for your collegial assistance in helping us to reach an informed decision in this matter. My colleagues and I appreciate the time and care which you devote to this evaluation.

Sincerely yours,