

SAMPLE LETTER {SOLICITATION FOR APPOINTMENTS}

ADMINISTRATIVE CONFIDENTIAL

Professor Name
Department
University Name

Dear Dr. _____,

The department of _____ at the University of California, Irvine, is proposing the appointment of Dr. _____ as _____ Professor. Recommendations for appointment at this level must be supported by external letters from leading scientists. We would greatly appreciate your analytical evaluation of Dr. _____ scientific work and his position in the field of _____. It would be helpful if you would compare him/ with other scientists of comparable stature. Please specify the leading department (with the most rigorous standards for scholarship) where scholars pursuing the same kinds of work as Dr. _____ are appointed. In your judgment, does Dr. _____ meet the stands for appointment to a similar positon in these departments.

Internal to UC for Professor Rank

As a UC faculty, you are familiar with our rank and step system. Professor _____ is being considered for appointment at Professor, Step _____. We welcome your view regarding the appointment at this level.

External to UC for Professor Rank

You may not be familiar with our rank and step system. The University of California has nine different steps with the rank of Professor, each with a normal period of three years.

Step VI and Above

Steps VI and above are reserved for those who have achieved great scholarly distinction and national or international recognition. Sustained and continuing excellence is expected in scholarship, teaching, and service.

Above Scale

Above Scale designation is reserved for scholars of the highest accomplishment and distinction whose research has had a significant impact on major fields of endeavor.

We would be most appreciative if you could send your evaluations by _____ ; we have a tight schedule after that date to compete the remaining steps. If you cannot meet this deadline, please let us know. To facilitate your evaluations, enclosed are (1) Dr. _____ curriculum vitae and (2) a research statement identifying the most significant contributions. We have not included any of his publications assuming that you can assess them; if you would prefer we can send you papers, please let us know.

We follow the University of California policy governing Access to Confidential Records. Although the contents of you 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 letter. 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 situations in which the source of confidential information is sought the university does it utmost to protect the identity of such sources.

I thank you on behalf of the Department of _____ for your assistance. I realize that his is an imposition to you, but the opinions of distinguished outside scholars weight heavily in consideration of faculty appointments at the University of California. As an authority in the field, your opinions will enter significantly in the deliberation of the department and the university administration. If you would like additional information please feel free to contact me.