

SAMPLE LETTER
[ADVANCEMENT TO STEP VI – PROFESSOR]

Date

Dear Professor _____,

The Department of _____ at the University of California, Irvine, is currently reviewing Professor _____'s record in order to determine whether advancement to the rank of Professor, Step VI, would be appropriate. This is considered a barrier step and requires a comprehensive career review, particularly the portion since promotion to the rank of Professor.

For such advancements, the University of California requires letters of evaluation from experts in the field, and it has been suggested that you might be able to provide assistance in this assessment. The opinions of outside scholars carry critical weight in our decision making process.

Of particular interest to us is your candid and specific evaluation of Professor _____'s work to date, its influence and impact, and its national recognition. Specific items to focus on include: the quality of published work, the standing of the venues in which the work appears, role in collaborative research, level of productivity, track record of graduate student mentoring, and the leadership demonstrated with the advancement of new ideas and engagement in professional activities. It would be helpful if you provide an assessment of Professor _____'s relative standing in the field compared to named peers at the same career stage. Finally, we would appreciate if you could comment on whether Professor _____ would receive this promotion at your university.

External to UC

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. 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.

External to UC - Acceleration

The advancement under consideration is from Professor, Step ___ to Professor Step ___, considered an accelerated promotion by ___ years. Your recommendation regarding such advancement will be highly valued.

Internal to UC

As you know, Steps VI and above are reserved for those who have achieved great scholarly distinction and national or international recognition and sustained and continuing excellence is expected in scholarship, teaching, and service. Your evaluation regarding such an advancement will be critical. Finally, we would appreciate if you could comment on whether Professor _____ would receive this promotion at your university

Internal to UC- Acceleration

As a University of California faculty member, you are familiar with our rank and step system. The advancement under consideration is from Professor, Step ___ to Professor Step ___. Your input regarding such a move will be most helpful.

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 materials made available will lack the letterhead, the signature block, and the materials below the latter. Therefore, material that would identify you, particularly your relationship with 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.

We know that writing a detailed assessment takes valuable time. 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 this assessment, we would like to receive your letter by _____.

In the following you may want to direct to the URL of where papers can be found

I am enclosing Professor _____'s vitae, bibliography, and a selection of publications. Should you need any additional information, please let me know. We appreciate greatly your help in this assessment and thank you for your assistance.