

Sample Letters to Referees for Tenure and Promotion Applications

T&P SAMPLE LETTER 3 - NEW

Solicitation for co-author/collaborator comment

Be specific as to whether it is co-author on publication or collaborator on research project

Dear _____

Professor _____, is being considered for tenure (or promotion to Full Professor). York University's procedures require that comment be sought from co-authors/collaborators as to the nature of Professor _____'s contributions to joint work (articles, monographs, edited works, research grants, etc.). Professor _____'s c.v. indicates that you co-authored/collaborated on the following:

List here the specific work on which you wish the co-author/collaborator to comment.

We would appreciate if you would provide us with a statement that explains the nature and extent of his/her contributions to your joint publications/work, e.g., division of labour on data collection, writing, editing. We are aware that this is a potentially difficult task and that in many cases it will be difficult to provide exact answers. However, we ask that you be as specific as possible and that you restrict your comments to the candidate's contributions to the joint work, as opposed to evaluating the work itself.

To ensure the timely progress of this file, we ask that your letter be sent to us by no later than _____. We are most grateful to you for your assistance in this collegial undertaking.

Yours sincerely,

Chair

Tenure and Promotion File Preparation Committee