

### ***Sample Letters to Referees for Tenure and Promotion Applications***

Excerpted from York University's *Tenure and Promotions Policy, Criteria and Procedures* – part of Preamble Section B. Where letters refer to the inclusion of “appropriate excerpts from York University's tenure and promotion criteria”, it is suggested that the following be used.

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#### **B. ELIGIBILITY FOR STATUS IN PROFESSORIAL RANKS AND TENURE**

A university scholar is a professional person devoted to the pursuit of excellence in teaching, research, and service to the University. Promotion, although it may be associated with seniority within the University, must in its essential nature be related to the University's recognition of a scholar's real achievements.

In keeping with the University's commitment to foster a climate of respect for equity and diversity, standards for tenure and promotion must recognize research and professional contributions in an equitable way. This means acknowledging diverse career paths, traditions, and values.

The following outline of promotion through the ranks is a mere average profile; it is put forth to give members of faculty a general notion of what is to be expected; it is not, however, a set of rules. Candidates for tenure and promotion will move at varying rates, according to their own patterns of professional growth.

##### ***Assistant Professor***

In some Faculties promotion to this rank is seen as automatic upon the completion of a Ph.D., in other Faculties this degree is not an appropriate indication of achievement. Clearly, it is possible for junior scholars to demonstrate that they are already mature professionals who have completed their training and have embarked upon their careers. The Committee is sensitive to the different indications of this level of achievement prevailing in the different Departments and Faculties. The Committee will not use a single scale to judge all candidates, but will be guided by the initiating unit's and the Faculty's own criteria. Nevertheless in all the Faculties of the University, an Assistant Professorship should mean that the years of apprenticeship are over and that the student has now become a scholar.

##### ***Associate Professor***

An Associate Professor is a matured scholar whose achievements at York and/or elsewhere has earned his or her colleagues' respect as an individual of superior qualities and achievements. A normal expectation of promotion to Associate Professor would be between three to six years of service in the rank of Assistant Professor.

##### ***Professor***

A Professor is an eminent member of the University whose achievements at York and/or in his/her profession have marked him or her as one of the scholars from whom the University receives its energy and strength. Clearly this level of achievement cannot be identified with serving several years as an Associate Professor; nevertheless, the rank should not be considered a form of apotheosis. The rank of Professor should be within the expectancy of all Associate Professors.

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