

Sample Letters to Referees for Tenure and Promotion Applications**T&P – SAMPLE LETTER 1****To Referees re: Professional Contribution and Standing – initial contact**

Dear _____

Professor XX, currently an Assistant Professor in the Department (*or Faculty, as appropriate*) of _____, York University, is a candidate for tenure and promotion to the rank of Associate Professor. The File Preparation Committee is assembling a file which must contain letters of reference from recognized scholars in the candidate's field who are in a position to evaluate the quality and the significance of her/his scholarly work. We hope that you will agree to undertake this task.

I enclose a copy of Professor X's curriculum vitae. If you are willing to act as a referee, we will provide you with copies of Professor X's recent publications (*where applicable, letter may refer to other appropriate forms of academic production in your discipline – creative works, performances, textbooks, etc.*) (chosen in consultation with the candidate), appropriate excerpts from York University's tenure and promotion criteria, our discipline's own standards for achieving tenure and promotion, and a letter giving some basic guidelines for referees' assessments. As York's procedures require that referees be at arm's length from the candidate, please indicate your relationship, if any, to the candidate. Referees are considered to be at arm's length if they have had no prior professional involvement (e.g. as thesis supervisor, co-author, close colleague, co-applicant on a grant, etc.) or significant personal relationship with the candidate.

Please note that the University tenure and promotion procedures require letters of reference to be written in such a form that the writer's name, address and all contextual information is contained in a header in order to permit us to remove this information and to make available the remaining text of the letter to the candidate. The text of the letter should contain no personal identifiers. The candidate will also be provided with a list of the names of referees.

Participants in the tenure and promotion process who are outside of the [*unit name*] frequently find it helpful to have some background information on the referees who prepared an evaluation. For this reason, we would appreciate receiving a brief autobiographical sketch or a condensed curriculum vitae if you agree to provide an evaluation for us. The autobiographical information can be forwarded when you reply to this inquiry.

To ensure the timely progress of Professor X's file to upper-level committees, we would need to receive referees' assessments by _____. We will contact you shortly to ask whether you are willing to provide an evaluation of Professor X's work. Thank you for considering this request.

Yours sincerely, Chair, Tenure and Promotion File Preparation Committee