

Sample Letters to Referees for Tenure and Promotion Applications**T&P – SAMPLE LETTER 2****To Referees re: Professional Contribution and Standing - follow-up letter to those agreeing to provide assessment**

Dear _____

Thank you very much for agreeing to provide our Tenure and Promotion File Preparation Committee with a confidential letter of reference assessing the scholarly work of Professor XX, who is a candidate for tenure and promotion to the rank of Associate Professor. I enclose a copy of Professor X's curriculum vitae, (*where applicable: and a statement by the candidate*), and the following recent publications and other evidence of *his/her* professional contribution and standing (*where applicable, letter may refer to other appropriate forms of academic production in your discipline – creative works, performances, textbooks, etc.*): *List here exactly what is being sent to the referee.*

If there are any other items which you would like to examine but which are not readily available to you, please let me know and I will forward copies. You need only consider those publications (*where applicable: works*) which you feel you have the expertise to judge but please also feel free to comment more generally on the candidate's contributions to the field.

You will also find enclosed an excerpt from York University's tenure and promotion criteria, and our discipline's own standards for achieving tenure and promotion. While candidates for promotion are assessed on the basis of their professional contribution and standing, teaching and service to the University, we ask that you restrict your comments to the candidate's scholarly work.

In your assessment we would ask you:

- to provide detailed descriptions and appraisals of the candidate's scholarship (*where applicable: creative production, performance*), commenting on the quality and importance of individual pieces of work;
- where possible, to situate these assessments within commentary on the candidate's professional standing and contribution to the field or discipline, taking into account his/her entire record;
- to evaluate the candidate's qualifications in relation to the York criteria, and to assess whether the candidate's record meets the usual expectations (as you understand them) in the discipline;
- include a statement attesting that you are at 'arms length' from the candidate. Referees are considered to be 'arms 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;
- to assess Professor X's scholarship in terms of the demonstration of *excellence, high competence, competence, or competence not demonstrated* – the terminology of the University's tenure and promotion criteria.

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. As indicated in previous correspondence, the candidate will be provided with a list of the names of referees consulted and may read the text of all letters of assessment.

To ensure the timely progress of this file, we ask that your letter be sent to us 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