

Sample Letters to Referees for Tenure and Promotion Applications

T&P SAMPLE LETTER 4

To Colleagues re: Teaching – initial contact

Dear _____

Professor XX, currently an Assistant Professor in the Department (*or Faculty, as appropriate*) of _____, 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 those who can assess the candidate's teaching and who can evaluate *his/her* performance in various teaching situations. You have been suggested to this committee as someone who is particularly able to assess Professor X's teaching, and we hope that you will agree to undertake this task.

If you are willing to act as a referee, we will provide you with Professor X's curriculum vitae (*optional: a teaching dossier prepared by the candidate*), course outlines, assignments and handouts and any other relevant curricular materials. We will also be asking you to visit a class (or classes, as appropriate) taught by Professor X to evaluate his/her performance in a teaching situation.

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. Candidates will be provided with a list of referees.

To ensure the timely progress of Professor X's file to upper-level committees, we would need to receive referees' assessments by _____. Thank you for considering this request.

Yours sincerely,

Chair

File Preparation Committee