

**Sample Letters to Referees for Tenure and Promotion Applications****T&P SAMPLE LETTER 8****To Colleagues re: Service**

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 presently assembling a file which must contain letters of reference from those who can assess the candidate's service contributions. You have been suggested to this committee as someone who is particularly able to assess Professor X's service, and we hope that you will agree to provide a letter which gives some detail about the nature and quality of his (or her) contributions (*optional: , particularly on [name of committee(s)]*), both routine service contributions and those which go beyond the routine, e.g., special projects, significant administrative posts, or instances where the candidate has demonstrated collegial leadership.

It would also be helpful if you could assess the candidate's service accomplishments in terms of the demonstration of *excellence, high competence, competence, or competence not demonstrated* – the terminology of the University's tenure and promotion criteria. I enclose an excerpt from the University's *Tenure and Promotions Policy, Criteria and Procedures* and our own discipline's tenure and promotion standards.

The candidate will be provided with a list of the names of referees consulted and may read all letters of assessment (stripped of personal identifiers). In order to ensure the confidentiality of your reference, we would ask that you write in such a way that your name, address and any contextual information be conveyed in a header section or a brief cover letter separate from your assessment. The letter of assessment should contain no personal identifiers.

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