

SOLICITATION LETTER

SAMPLE #2

Appointment or Promotion for Professor VI or Above Scale

The Department of _____ at the University of California, Irvine, is currently considering Professor _____ for [appointment as /advancement to the rank of] [Professor VI/Professor Above Scale]. For such [appointments/advancements] the University of California requires letters of evaluation from experts in the field. I am asking if you would be willing to serve this function. We hope you will provide us a letter about Professor _____'s scholarly achievements. Our deadline is _____.

[PARAGRAPH FOR NON UC PEOPLE: It might be helpful to you if I explain that the University of California has nine different steps in the rank of Professor (Step I to Step IX). The normal period in a step is three years. Steps VI to IX are reserved for Professors who have achieved great scholarly distinction and national or international recognition. Normally, they are expected to be prominent leaders of their field or sub-field who have made important contributions. (For A/S: Beyond these steps is the Above Scale designation. This designation is reserved for scholars of the highest accomplishment and distinction whose research/creative work has had a significant impact on major fields of endeavor.)]

We hope you can provide us with an evaluation of Professor _____'s achievements in teaching, research and creative work, professional competence and activities, as well as university and public service. Naturally, the primary criterion for this review is the quality and impact of research. We would appreciate your analysis of Professor _____'s scholarly contributions and their impact on the field; a detailed evaluation serves us better than a testimonial summary. A comparison with other prominent scholars in this field would also be helpful.

[A LINE FOR UC PEOPLE: Since you are familiar with the expectations associated with (Professor Step VI/Above Scale), your overall recommendation in this matter will be most helpful. Would Professor _____ be a strong candidate for this advancement on your (or other UC) campus (es)?]

We greatly appreciate your help in this assessment. We know that writing a detailed assessment takes valuable time but the University of California places great weight on peer review because of its conviction that such a review is essential to maintaining the quality of its faculty.

I am enclosing Professor _____'s vitae and bibliography. Thank you for your assistance.

Sincerely,

Enclosures

SOLICITATION LETTER

SAMPLE #2

For your information:

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, material that would identify you, particularly your relationship to the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.