

## SOLICITATION LETTER

### SAMPLE #1

#### Appointment or Promotion for Associate Professor or Full Professor

The Department of \_\_\_\_\_ at the University of California, Irvine, is currently considering Professor \_\_\_\_\_ for [appointment as /promotion to the rank of][Associate Professor/Professor] with tenure. 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 \_\_\_\_\_.

We will be most grateful to receive your candid and specific evaluation. Testimonial summation would be of less help to reviewers here. The primary criterion for this evaluation is the quality and impact of research. To help us in this endeavor, please direct your comments to the following considerations:

1. What are the main contributions of Professor \_\_\_\_\_'s work? How would you characterize their impact?
2. How do Professor \_\_\_\_\_'s accomplishments compare with those of other scholars in his/her field who are at about this level of seniority?
3. How would you rate the quality of the venues in which Professor's \_\_\_\_\_ work has appeared?
4. How would Professor \_\_\_\_\_ rate as a candidate for a similar position at your institution?
5. (If applicable) Can you provide any comments on Professor \_\_\_\_\_'s role in co-authored work, and on his/her independent productivity and creativity?

In addition, any information you can provide about Professor \_\_\_\_\_'s performance as a teacher, supervisor, or mentor of advanced students would be most helpful. Similarly, we would appreciate any comments you might have on his/her service to the profession, of whatever kind.

We appreciate greatly 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

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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.