

I-49
SAMPLE LETTER FOR SOLICITATION
OF EXTRAMURAL EVALUATION
(Revised 10/24)

Current Date

Name Department University

Dear Dr. _____,

[Opening remarks: e.g., I am writing to ask for your assistance in an important matter.]

INSERT APPROPRIATE PARAGRAPH FROM SAMPLES THAT FOLLOW (see RB I-50):

- A. Appointment to Assistant Professor
- B. Appointment or Promotion to Associate Professor
- C. Appointment to Professor I-V
- D. Promotion to Professor
- E. Appointment at Professor VI- IX
- F. Appointment or Merit to Professor Above Scale
- G. Appointment to Assistant Teaching Professor
- H. Appointment or Promotion to Associate Teaching Professor
- I. Appointment or Promotion to Teaching Professor I-V
- J. Appointment to Teaching Professor VI-IX
- K. Appointment or Merit to Teaching Professor Above Scale
- L. Continuing Lecturer Excellence review
- M. Continuing Lecturer promotion to Sr. Lecturer
- N. Appointment or Promotion to Associate Researcher
- O. Appointment or Promotion to full Researcher
- P. Appointment to Researcher, Step VI-IX
- Q. Appointment or Merit to Researcher Above Scale
- R. Appointment or Promotion to Associate Project Scientist/Project Scientist
- S. Appointment or Promotion to Associate Specialist/Specialist or Merit to Specialist Above Scale (**not required**; see RB III-16-VI. External Evaluation)
- T. Thank You Letter for Unsolicited Comments
- U. Restricted Materials (Non-UC Placement Files)
- V. To Letter Writers from a Prior Review for Amendment or New Letter

[Sample wording for evaluation request: e.g. I would greatly appreciate your evaluation of _____'s work.]
While you may not be familiar with all aspects of the record, we appreciate your comments related to those areas with which you are familiar. Please also indicate whether or not you would support the recommended action based on your knowledge of _____ and their record.

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 to the extent possible. The material made available will lack the letterhead, the signature block, and relational information 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 confidential information is sought, the University does its utmost to protect the identity of such sources.

[Closing remarks: e.g., I realize what an imposition on your time these requests are. I want to thank you in advance for your willingness to assist in this matter.]

Sincerely,

Department Chair