Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State zip

DATE

Dear Professor \_\_\_\_\_\_\_\_:

I am writing to ask you to evaluate Assistant Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is being considered for promotion and tenure to Associate Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Washington. Your letter will be used in our Department, School, and University review. I enclose a copy of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ curriculum vitae and bibliography for your assistance in making this evaluation, in addition to other material the candidate has provided for your review.

Promotion to the rank of Associate Professor at the University of Washington is granted to those who have a record of substantial success in both teaching and research, except that in unusual cases an outstanding record in one of these activities may be considered sufficient.

The College of Engineering measures research success by the standards of the top departments in the candidate’s field. We wish to know:

* How long have you known \_\_\_\_\_\_\_\_\_, and in what capacities? (Please note that a prior acquaintance with the candidate and their work is not necessary in order to provide an evaluation.)
* What is your candid estimate of how \_\_\_\_\_\_\_\_’s scholarship, including the national recognition of their work?
* What is your candid estimate of how \_\_\_\_\_\_\_\_’s accomplishments compare with leading scholars at similar stages in their careers in the same or related sub-areas of \_\_\_(FIELD)\_\_\_\_\_\_? It would be helpful if you could mention specific individuals by name.
* If you have specific knowledge of \_\_\_\_\_\_\_\_’s abilities as a teacher or their service activities, how would you compare those with leading scholars at similar stages in their careers?

Evaluations of this type are difficult and often time consuming, but promotion decisions are perhaps the most critical assessment in a faculty member’s career. We very much appreciate your help in this evaluation. In order to meet our internal deadlines, we would appreciate your response by \_\_\_\_\_\_\_\_ at the latest. Because I would like to include a statement about referees when I forward their letters to our Dean, I would appreciate it if you could return with your letter a short bio about yourself.

Under University of Washington policy your letter, as part of the official personnel file, will be held in confidence. While not given access to it, the candidate and/or members of the public may be, upon formal request in accordance with the Washington State Public Records law, provided with excerpts of all such confidential evaluations in the candidate’s file without disclosure of the identifications of the evaluators.

Interpretations by the courts of the Washington State Public Disclosure law have held that external letters of evaluation sought in the normal course of promotion reviews are exempt from disclosure. The University treats these letters as internal confidential documents and does not release them to the candidate nor others outside of faculty and administrators directly involved in the promotion decision process. We commit to retain your evaluation in such confidence, except to the extent we are required to disclose its contents by adjudication or court order, and even then, we will make every effort to protect your personal identity.

Thank you for your assistance, \_\_\_\_\_\_\_\_. If you will be unable to provide an evaluation, I would appreciate it if you could please let me know immediately.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professor and Chair

Enclosures