Sample Letter for Advancement to Professor, Step 6 or Professor, Above Scale

Dear Professor_______:

The Department of Studies in__________ at UC Santa Cruz has under consideration the advancement of___________ to___________.

University policy requires that extramural evaluations of the qualifications and potential of each candidate be secured from recognized authorities outside the University in order to supplement the factual record and to provide reviewing authorities with an independent assessment.

Accordingly, I am writing to request that you provide me with your analysis and evaluation of___________’s scholarly (or) creative contributions with particular reference to their originality and significance. In addition, I would appreciate your comments on [his] (or) [her] teaching ability, [his or her] standing within [his] (or) [her] discipline, and any other aspect of [his] (or) [her] professional competence with which you may be familiar. It would be particularly helpful if you would compare [him] (or) [her] with others in the field.

For Step 6:
Advancement to Step 6 may involve an overall career review, however, on the Santa Cruz campus, emphasis should be given to work done since advancement to, or appointment at the rank of Professor. Advancement will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) scholarship or creative achievement, (2) University teaching, and (3) service. Above and beyond that, great academic distinction, recognized nationally, will be required in scholarly or creative achievement or teaching.

For Above Scale:
Advancement to an Above Scale rank involves an overall career review, however, on the Santa Cruz campus, emphasis should be given to work done since advancement to, or appointment at a step above Professor Step 6. Advancement to Above Scale is reserved only for the most highly distinguished faculty (1) whose work of sustained and continuing excellence has attained national and international recognition and broad acclaim reflective of its significant impact; (2) whose University teaching performance is excellent; and (3) whose service is highly meritorious.

For your convenience, I am enclosing a copy of___________’s biobibliography and selected publications.

Under University of California policy, the identity of authors of letters of evaluation which are included in the personnel review files will be held in confidence. A candidate will, at certain prescribed stages of the academic personnel review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation.

The full text of the body of your letter will therefore be provided to the candidate. Thus, if you provide any information that tends to identify you in the body of the letter, that information will become available to the candidate. If you wish, you may provide a brief factual statement.
regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will not be made available to the candidate.

Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law.