

APPENDIX V
LETTER TO PROMOTION REFEREES

Dear _____:

Thank you for agreeing to review and evaluate the scholarly/professional activities and publications of Associate Professor _____, who is under consideration for promotion to Full Professor at Union College. We are enclosing the following:

(list materials sent)

Promotion at Union College is based upon scholarly activities, teaching, and college service. We appreciate your willingness to assist us in arriving at an overall evaluation of the quality of Professor _____'s scholarly activity. Your comments will be most helpful to us if they bear on at least the following points:

1. The degree of professional competence demonstrated;
2. The quality of intellect that is reflected in the work reviewed;
3. The extent of the contribution to existing knowledge in its subject area.

Please include specific comments on individual publications, where warranted, in addition to a global assessment. Comments on any other aspects of Professor _____'s scholarly activity that you consider relevant to our assessment are most welcome.

Will you also indicate if you have any personal or professional acquaintance with the candidate under review? Your comments will be kept in strictest confidence to the fullest extent allowed by law.

We would appreciate receiving your evaluation by _____. We will provide an honorarium of \$250. Will you please send us your curriculum vitae and social security number? Once again, we thank you.

Sincerely,

Enclosures