

**APPENDIX IV**  
**LETTER TO REFEREES**

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

Thank you for agreeing to review and evaluate the scholarly research and publications of Professor \_\_\_\_\_, who is under consideration for tenure at Union College. We are enclosing the following:

(list materials sent)

This list of materials may include a description of the facilities and equipment in Prof. \_\_\_\_'s specialized research space, and the procedures used to acquire and assemble them (if applicable).

We appreciate your willingness to assist our Ad Hoc Tenure Committee in arriving at an overall evaluation of Professor \_\_\_\_\_'s scholarly activities. 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 which is reflected in the work reviewed;
3. An estimation of the candidate's potential for future scholarly achievement based on your overall assessment of what has been accomplished up to the present.
4. Please include specific comments on individual publications where warranted in addition to a global assessment.

Comments on any other aspects of Professor \_\_\_\_\_'s scholarship which you consider relevant to our assessment of it, such as the extent to which it contributes to existing knowledge in its subject area, are most welcome. Please note that our interest is primarily in the quality of the work under review, rather than on quantitative considerations. We must ask that you restrict your remarks to evaluating the quality of the scholarship and not offer an opinion as to the tenure of the candidate at Union College, since this tenure evaluation also involves teaching, college service and relevant college-wide standards. 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 hope that you will be able to return your evaluation by \_\_\_\_\_. Will you please send us your vitae along with your evaluation? Once again, we thank you.

Sincerely,

Enclosures