

APPENDIX V
LETTER TO PROMOTION REFEREES

Dear X:

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

(list materials sent)

Promotion at Union College is based teaching and college service as well as continuing mature scholarship. We would greatly appreciate it if you would restrict your remarks to an evaluation of Professor Y's scholarly activity and not offer an opinion on the overall question of whether the candidate should be promoted. We appreciate your willingness to assist us with our review. 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 Y'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 XXXXX. Will you please enclose your curriculum vitae with the evaluation? Once again, we thank you

Sincerely,

Enclosures