## SAMPLE LETTER #1

**FOR ALL LETTERS TO STUDENTS**

<DATE>

<NAME>

<ADDRESS>

<SAL>

<CANDIDATE> is being considered for promotion to the rank of \_\_\_\_\_\_\_\_ Professor this year. It is my responsibility as department chair to submit an evaluation of <his/her> work together with supporting materials, including letters of evaluation from current or former students.

Because teaching is a major consideration in promotion decisions, we seek your help in evaluating Professor <CANDIDATE>’s abilities. I would be very grateful if you would write me a letter commenting on his/her effectiveness in teaching (inside and outside the classroom) and advising (formal or informal).

I will need to receive your letter by <DUEDATE>. You may send your letter to me as a hard copy using the address below or by e-mail to <chairperson’s e-mail address>.

Your letter will be kept confidential and will not be shown to <CANDIDATE>. It will be seen by only the Status Committee, the Dean, and me. In turn, because we value your own independent, thoughtful evaluation, we ask you not to consult anyone else about the candidate as you write your letter. **Please do not give a copy of your letter to <CANDIDATE>, in order to preserve the integrity of the process.**

Sincerely,

<CHAIRPERSON>, Chairperson

Department of <DEPARTMENT>

Hope College

Holland, MI 49423

**\*\*\*SAMPLE LETTER #II\*\*\***

**To Tenured Departmental Colleagues**

<DATE>

<NAME>

<ADDRESS>

<SAL>

As you are probably aware, <CANDIDATE> is being considered for promotion to the rank of \_\_\_\_\_\_\_\_ Professor this year. The data submitted to the Status Committee on his/her behalf must include letters of evaluation from tenured colleagues in the department. If you would like to review a copy of <CANDIDATE>’s *c.v.,* please see me.

We look to these letters for information regarding the nature and quality of engagement with the college and local community, especially as it is related to service. The letters should address whether the applicant comes prepared to meetings, participates regularly, can give and take criticism appropriately, displays Hope’s Virtues of Public Discourse and willingly does his or her portion of the work. I am writing, therefore, to ask you to contribute a letter commenting on any or as many of these areas as you care to and feel able to.

I would appreciate receiving your letter by <DUEDATE>. You may send your letter to me as a hard copy using the address below or by email to <EMAIL ADDRESS>.

Your letter will be kept confidential and will not be shown to <CANDIDATE>. **Please do not give a copy of your letter to <CANDIDATE>, in order to preserve the integrity of the process.**

Sincerely,

<CHAIRPERSON>, Chairperson

Department of <DEPARTMENT>

**\*\*\*SAMPLE LETTER #III\*\*\***

**To Members of the College Faculty Outside the Department**

<DATE>

<NAME>

<ADDRESS>

<SAL>

<CANDIDATE> is being considered for promotion to the rank of \_\_\_\_\_\_\_\_ Professor this year. It is my responsibility to prepare a statement on his/her effectiveness as a teacher and contributions to the Hope community.

According to the guidelines, the data submitted to the Status Committee must include comments from colleagues outside the department. <CANDIDATE> listed you as someone who could provide an assessment of his/her teaching, intellectual growth and development, contributions to the college and community, and/or effectiveness as a scholar.

We look to these letters for information regarding the nature and quality of engagement with the college and local community, especially as it is related to service. The letters should address whether the applicant comes prepared to meetings, participates regularly, can give and take criticism appropriately, displays Hope’s Virtues of Public Discourse and willingly does his or her portion of the work. I am writing, therefore, to ask you to contribute a letter commenting on any or as many of these areas as you care to and feel able to.

I will need to receive your letter by <DUEDATE>. You may send your letter to me as a hard copy using the address below or by email to <chairperson’s e-mail address>.

Your letter will be kept confidential and will not be shown to <CANDIDATE>. It will be seen only by the Status Committee, the Dean, and me. **Please do not** **give a copy of your letter to the candidate, in order to preserve the integrity of the process.**

Sincerely,

<CHAIRPERSON>, Chairperson

Department of <DEPARTMENT>

**\*\*\*SAMPLE LETTER #IV\*\*\***

**To External References**

<DATE>

<NAME>

<ADDRESS>

<SAL>

<CANDIDATE> is being considered for promotion to the rank of \_\_\_\_\_\_\_\_ Professor this year. It is my responsibility to submit an evaluation of his/her work together with supporting materials. Among the supporting materials must be letters from people in our profession outside Hope’s campus. <CANDIDATE> has listed you as someone who knows him/her and who might be willing to contribute such a letter.

If you would be willing to write on <CANDIDATE>’s behalf, I would be very grateful. Please indicate the nature and extent of your professional acquaintance with him/her, and provide us with your assessment of the quality (not quantity) of his/her scholarly or artistic work. We are interested in learning about matters such as:

* Does their work break new ground?
* Is the work responsive to the current state of the discipline?
* Does the work either confirm or disconfirm other work in the area (sciences)?
* If the author has several case studies, are there other works that are more analytical in nature?

To assist you in your evaluation, I am enclosing a copy of <CANDIDATE>’s current *curriculum vitae*. I would be happy to send additional information upon request.

I will need to receive your letter by <DUEDATE>. You may send your letter to me as a hard copy using the address below or by e-mail to <chairperson’s e-mail address>.

Your letter will be kept strictly confidential and will not be shown to <CANDIDATE>. It will be seen by only the Hope College Status Committee, the Dean, and me. **Please do not** **share your letter with the candidate, in order to preserve the integrity of the process.**

Thank you very much.

Sincerely,

<CHAIRPERSON>, Chairperson

Department of <DEPARTMENT>

Hope College

Holland, MI 49423

**NOTE TO CHAIRPERSON:** We recommend that you telephone or e-mail the reference before sending this letter, asking whether s/he is willing to write a reference. If s/he agrees, ask whether s/he desires any information beyond a *c.v*. and a sample of publications, etc.

**\*\*\*SAMPLE LETTER #V\*\*\***

**Follow-up to first request**

<DATE>

<NAME>

<ADDRESS>

<SAL>

On <DATE> I wrote to you, asking you to assist us in the evaluation of Professor <CANDIDATE> for promotion to the rank of \_\_\_\_\_\_ Professor. A copy of that request is enclosed/attached.

If you intend to submit a letter of evaluation, please do so by <DUEDATE>. You may send your letter to me as a hard copy using the address below or by email to <chairperson’s e-mail address>.

If you choose not to respond to this request, we will not remind you again. Thank you for your consideration.

Sincerely,

<CHAIRPERSON>, Chairperson

Department of <DEPARTMENT>

Hope College

Holland, MI 49423