

Date

Dear Professor \_\_\_\_\_,

Professor \_\_\_\_\_ of the Department of \_\_\_\_\_ is being considered by the Faculty of \_\_\_\_\_ for tenure and for promotion to Associate Professor.

You have been recommended as someone who has the expertise to comment on the scholarship of the candidate. I am writing to ascertain your willingness to act in this capacity and provide a reference by October 15, \_\_\_\_\_. To help you with your decision, a copy of the candidate's curriculum vitae is attached.

If you decide to assist us with this important task, we will send you additional material by courier. Please email \_\_\_\_\_ at \_\_\_\_\_ to advise of your decision.

I recognize that providing these assessments takes considerable time. Nevertheless, given the significance of the tenure and promotion decision, I am hoping you will agree to help us. Please advise immediately if there is a conflict of interest, or if you would not consider yourself to be at arm's length to the candidate.

I thank you in advance.

Yours sincerely,

Name

Dean, Faculty of Engineering