

Dr.

Dean, Faculty of

Phone number:

email:

Date:

CONFIDENTIAL

Address:

Dear Professor:

Dr. _____ is being considered for promotion to the rank of Professor and you have been suggested as an external referee. We sincerely hope you will be able to help us with this very important task.

External assessments of the quality and significance of the candidate's published work are a key component of our review process. I would be very grateful if you would provide brief responses to the list of questions contained in the *Guidelines for External Referees* which is included with this letter. Although all of the questions are important, explicit comparison of Dr. _____'s research stature and contributions to those of others in the same research area would be particularly helpful, as would your assessment of whether Dr. _____ would be promoted to the rank of Professor at your institution.

Referees' reports are considered by the appropriate University committees and normally are not released to the candidate. Copies of referees' reports are given to the candidate in appeal situations, but care is taken to remove any material that might identify the referees.

Enclosed is a copy of Dr. _____'s curriculum vitae and candidate's statement along with copies of some recent papers and our tenure and promotion policy. I would appreciate receiving your response by October xx, 20xx so that we can meet University deadlines. If you wish, you may send your reply by facsimile or email. The Dean's Office Fax No. is _____ and the email address is:

Thank you in advance for your assistance.

Sincerely,

Dean

encl.