**Sample Letter to Referee for promotion from Associate Professor to Professor**

 **Re: Promotion of Dr. X to Professor**

I am writing to request your assistance in evaluating the scholarship and professional achievements of---

--, who is a tenured Associate Professor in the Department of ------, and who is being considered for promotion to the rank of Professor.

The criteria for promotion to Professor in the Faculty of Science at the University of Victoria are defined in Section 1 of its Faculty Evaluation Policy, which in turn is a reflection of the terms laid down in the Collective Agreement between the University and its faculty members.

<https://www.uvic.ca/vpacademic/assets/docs/Collective%20Agreement.pdf>

According to the Collective Agreement, to become a Tenured Professor, a Faculty Member must demonstrate Research that has made a substantial contribution to the academic discipline; Teaching effectiveness at or above a level of quality appropriate to the Faculty Member’s experience and with a continuing commitment to excellence in Teaching; a record of Service and professional activities that further the goals of the University and the Faculty Member’s academic discipline; and outstanding achievements with regard to either:

1. Teaching; or
2. Research that has attained recognition at a national or international level.

I would be grateful for your evaluation of the scholarly and professional achievements of Dr. ------. To help you do this, supporting documentation is included with this letter. Please feel free to comment on any aspect of the candidate’s qualifications.

I will need to make your comments available to the Departmental Committee on Appointments, Reappointment, Promotion and Tenure, and to the Dean of Science. Your letter will be considered confidential, unless you specify otherwise. Under the British Columbia Freedom of Information and Protection of Privacy legislation, if your response is designated confidential, and if Dr. ------requests the information, I would be required to give Dr. ------ a summary of your letter without revealing its authorship.

I would appreciate receiving your response by------.Thank you for your cooperation and assistance.

Yours sincerely,

Chair/Director Department/School of ------

encl: CV, TD, up to 5 research papers, summary statement, other supporting documents (if applicable)