

DRAFT

ASSISTANT/ASSOCIATE PROFESSOR TT (seeking Tenure)

DATE

ADDRESS

SALUTATION

The Department of xxxxx and the University of Vermont (UVM) hereby request your review of the qualifications of Dr. _____ for promotion and tenure at the rank of Assistant/Associate Professor. Enclosed are Dr. _____ Curriculum Vitae, Faculty Evaluation sheets where the faculty member has detailed scholarly activities, and the criteria used by the College of Medicine for reappointment. If you need additional information, please do not hesitate to contact me.

We would appreciate it if you could provide a detailed assessment of Dr. _____ scholarship and professional achievements. The UVM expectation states that “substantial and sustained scholarship/research/creative activity is an essential criterion” for tenure. We seek your assessment of the “quality and significance” of the work including your estimation of the faculty member’s contribution to the field. We would also like assessment of potential for continued scholarly contributions.

Your letter will be read by the department’s faculty members, the college and university professional standards committee members and appropriate administrators. You should know that a redacted version of your letter may be viewed by Dr. _____. Thus, your letter is anonymous, but not confidential.

When you have completed your review, please e-mail the letter to my assistant at [E-MAIL ADDRESS](#) or fax a copy to her at 802-FAX NUMBER, and mail the original to me at the address below. Also enclosed is a Referee Form which we would ask that you please fill in and return as well. We look forward to your review of Dr. _____ scholarly work. We are hoping to receive your review by **DATE**. I sincerely thank you again for your willingness to share your expertise in this important task.

Sincerely,

CHAIR

Enclosures: Curriculum Vitae Criteria (Standards and Guidelines) Faculty Eval form (Green Sheets –section completed by faculty member) Referee Form