

Language Required When Letters of Evaluation are Solicited or Received

The Henry Task Force report on access to records alters the way in which we solicit letters of recommendation and inform candidates of the contents of those letters. Extramural letters that are received after September 1, 1992, will be redacted to eliminate identifying information and given to the candidate in redacted form. As indicated in the example below, redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate). Information contained either in the letterhead or within and below the signature block of the letter will be redacted. The full text of the body of the letter will be provided to the candidate if so requested. Writers should provide a brief factual statement regarding their relationship to the candidate at the end of the letter, below the signature block. This brief statement will also be redacted. Letters received prior to September 1, 1992, will be summarized for candidates.

A. Model statement for use when receiving unsolicited letters of evaluation for academic appointment or promotion

Thank you for sending us the letter of evaluation concerning _____, who is [a candidate for appointment] [being considered for promotion] at the University of California, Davis, Department of _____.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

I shall appreciate it if you will inform me whether in light of our policies we may proceed to use the material you have sent to us, or whether you wish us to return the material to you. If you do not request return of the material by _____, it will be maintained in our files.

B. Model format for letters soliciting extramural evaluations for appointment to the rank of Assistant, Associate, or full Professor

Dr. _____ is a candidate for a [tenured] position as [Assistant, Associate, Full] Professor, in the Department of _____ at the University of California, Davis. As part of the appointment process, the University requires extramural evaluations of a candidate's scholarly achievements and promise from recognized authorities in the field.

[Add for appointment to Associate Professor:] Appointment to a tenured position in the University of California system requires demonstration of "superior intellectual attainment" in both teaching and research.

[Add for appointment to Full Professor:] Appointment as full professor in the University of California system requires demonstration of "superior intellectual attainment" in teaching and research and evaluation of the candidate's professional activity and University and public service. The upper levels of the professorial series are reserved for appointees having "great scholarly distinction" and "national or international recognition."

Your name has been suggested as one able to evaluate Dr. _____'s potential for a successful career at UC Davis. Accordingly, I am writing to request that you provide us with your candid evaluation of Dr. _____'s scholarly contributions with particular reference to their originality and significance [add rest of sentence for appointment to Associate Professor and Full Professor:] and the extent to which they meet the requirement for "superior intellectual attainment." In addition, we would appreciate your comments on [his or her] teaching ability and experience, standing within [his or her] discipline, and any other aspects of professional competence with which you may be familiar. It would be particularly helpful to us if you could compare Dr. _____ with other scholars in the field. For your convenience, I am enclosing copies of Dr. _____'s curriculum vitae and [his or her] [recent] publications.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

[If possible, we hope to have your response by _____.]

With many thanks for your help.
Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]

C. Model format for letters soliciting extramural evaluations for appointment to Professor, Step VI, VII, VIII OR IX

Dr. _____ is a candidate for a tenured position as an upper level Professor, in the Department of _____ at the University of California, Davis. As part of the appointment process, the University requires extramural evaluations of a candidate's scholarly achievements and promise from recognized authorities in the field.

Appointment as an upper level Professor, has special requirements including, "great scholarly distinction and national or international recognition, highly meritorious service, and evidence of excellent university teaching."

I am writing to you as an authority in the field to request your assistance in our review of this appointment. We would appreciate your candid evaluation of Dr. _____'s scholarly contributions with particular reference to their originality and significance and the extent to which they satisfy the criteria outlined above. In that Dr. _____'s ability to stimulate students in the classroom and to direct successful graduate students is important to our evaluation, any information you can provide on Dr. _____'s teaching prowess will be most helpful. Any comments on other aspects of Dr. _____'s professional recognition, standing, or expertise with which you may be familiar will be appreciated as well. It would be particularly helpful to us if you could compare Dr. _____'s scholarship with that of

other highly distinguished scholars. For your convenience, I am enclosing copies of Dr. _____'s curriculum vitae and [his, her] [recent] publications.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

[If possible, we hope to have your response by _____.]

With many thanks for your help.
Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]

D. Model format for letters soliciting extramural evaluations for appointment to Professor, above-scale

Dr. _____ is a candidate for a position as Professor, above-scale, in the Department of _____ at the University of California, Davis. As part of the appointment process, the University requires extramural evaluations of a candidate's scholarly achievements from highly distinguished authorities in the field.

Appointment to the Professor, above-scale, level is highly unusual. Only a few such appointments are made at the University of California in any given year. Usually they reflect a truly significant breakthrough in research or truly outstanding creativity. Only scholars of the highest distinction whose work has received international recognition and acclaim are considered.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

[If possible, we hope to have your response by _____.]

With many thanks for your help.
Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]

E. Model format for letters soliciting extramural evaluations for promotion

Dr. _____ is being considered for promotion from _____ to _____ at the University of California, Davis.

Promotion to _____ in the University of California system requires demonstration of "superior intellectual attainment" in both teaching and research [add rest of sentence for promotion to Full Professor:] and evaluation of the candidate's professional activity and University and public service.

I am writing to you as an authority in the field to request your assistance in our review of this promotion. We would appreciate your candid evaluation of Dr. _____'s scholarly contributions with particular reference to their originality and significance [add rest of sentence for promotion to Full Professor:] and the extent to which they satisfy the requirement for "superior intellectual attainment." We would also appreciate your comments on [his, her] standing within [his, her] discipline and any other information you consider relevant. It would be particularly helpful to us if you would compare [him, her] with others in [his, her] field who are at this stage in their careers. For your convenience, I am enclosing copies of Dr. _____'s curriculum vitae and [his, her] [recent] publications.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

[If possible, we hope to have your response by _____.]

With many thanks for your help.
Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]

F. Model format for letters soliciting extramural evaluations for advancement to Professor, Step VI or above-scale

Dr. _____ is being considered for advancement to the upper level of the Professor series at the University of California, Davis.

Advancement to this high level entails consideration of the period since the candidate's advancement to the full Professor rank and requires "great scholarly distinction and national or international recognition, highly meritorious service, and evidence of excellent University teaching."

I am writing to you as an authority in the field to request your assistance in our review of this advancement. We would appreciate your candid evaluation of Dr. _____'s scholarly contributions with

particular reference to their originality and significance and the extent to which they satisfy the criteria outlined above. We would also appreciate any other information you consider relevant. It would be particularly helpful if you would compare [him, her] with other highly distinguished scholars in the field. For your convenience, I am enclosing copies of Dr. _____'s curriculum vitae and [his, her] [recent] publications.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The material made available will lack the letterhead, the signature block, and material below the latter. Therefore, we ask that you indicate your relationship to the candidate below the signature block as well as any other information that you wish to include that might identify yourself. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

[If possible, we hope to have your response by _____.]

With many thanks for your help.
Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]