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

**Re: Promotion of Dr. X to Associate Professor with Tenure**

Thank you for agreeing to assist in evaluating the scholarship and professional achievements of Dr------, Assistant Professor in the Department/School of ------, who is being considered for both tenure and promotion to the rank of Associate Professor.

The University of Victoria Faculty Association Collective Agreement (Collective Agreement) defines standards required for the granting of tenure and promotion to the rank of Associate Professor. The Collective Agreement is a public document that may be found on the web at

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

According to the Collective Agreement, to become a Tenured Associate Professor, a Faculty Member must demonstrate Research that has made a substantial contribution to an academic discipline;

Teaching effectiveness at or above a level of quality appropriate to the Faculty Member’s experience and with a commitment to excellence in teaching; and capacity for continuing development with regard to each of the following:

1. Teaching; and
2. Service and professional activities that further the goals of the University and the Faculty Member’s academic discipline.

Candidates found to be qualified for promotion are automatically awarded tenure.

The Faculty Evaluation Policy (Section 2 of the document included in this package) lists the criteria used to evaluate achievement with respect to the standards within the Faculty of Science. Finally, the Departmental expectations for achievement required to attain tenure are contained in the candidate’s Letter of Expectations; a copy of this letter is also included in the package.

With these standards and criteria in mind, I ask that you offer your evaluation of the scholarly and professional achievements of Dr. --. To further assist you in your evaluation, a curriculum vitae, teaching dossier, and other supporting documents are 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 date. 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)