**Sample Letter to Referee for promotion from**

**Assistant Teaching Professor to Associate Teaching Professor**

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

I am writing to request your assistance in evaluating the teaching and professional achievements of Dr. --

----, continuing Assistant Teaching Professor in the Department/School of , who is being considered

for promotion to Associate Teaching Professor. The criteria for promotion 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>

Article 29.5 of the Collective Agreement states that:

To become an Associate Teaching Professor, the Assistant Teaching Professor must have the appropriate academic credentials or evidence of appropriate professional achievement and must demonstrate:

1. excellence in teaching;
2. initiative in the development or delivery of the academic program of the Assistant Teacher Professor’s unit or the University; and
3. service and professional activities that further the goals of the University and the Assistant Teaching Professor’s discipline.

I would be grateful for your evaluation of the teaching performance, and the profession and University through service). 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 date. Thank you for your cooperation and assistance.

Yours sincerely,

Chair/Director Department/School of ----

encl: CV, teaching dossier, 3-page summary of teaching contributions, other supporting documents (if applicable)