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

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

I am writing to request your assistance in evaluating the scholarship and professional achievements of Dr. ------, tenured Assistant Professor in the Department/School of------, who is being considered for promotion to Associate 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>

The Collective Agreement states that, 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.

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)