DATE: [Enter Date]
RE: Promotion of [Dr.] [Name]

Dear [Evaluator]:

As a University of Nevada, Las Vegas tenured faculty member in the Department of [Unit] in the [College/School], [Dr.] [Name] is applying this fall for promotion to the rank of [professor]. I am writing to ask you to serve as a professional referee of [Dr.] [Name’s] research dossier. A sample of his [his/her] most significant scholarly/creative contributions is contained in this packet.

Tenured faculty at the UNLV must demonstrate significant peer-reviewed accomplishments in research, scholarship, or creative activity and service to their profession for promotion to [professor]. Although we consider the entire body of a faculty member’s work in considering his or her promotion, attention is paid mostly to research, scholarship, or creative activity since the date of tenure, which in this case was [Date of Tenure]. Therefore, while the entire academic portfolio should be considered, please be sure to evaluate the research activity of the candidate since tenure and the quality of the career trajectory of [Dr.] [Name].

Given that [Dr.] [NAME] is a candidate for professor, we are especially interested in your assessment of [Dr.] [Name] with regard to [his/her] reputation as a leader in [his/her] field. Therefore, we ask that your letter offer an assessment of whether you consider this individual’s dossier is worthy of promotion, and place [Dr.] [Name’s] work in the context of the national [and/or] international communities of researchers, scholars or artists who work in this area.

The Department of [Unit] has established standards for promotion to [professor]. These departmental standards and procedures for promotion recommendations are included with the candidate’s application. We ask that you use these to help frame your evaluation of [Dr.] [Name].

Finally, please describe your professional relationship with the candidate, if any.

Note that [Name] [has/has not] waived [his/her] right to see these letters, so please consider your letter [confidential/not confidential]. Details of this waiver are available for you to review on the signed form which we have enclosed.

University practice requests a copy of your vita or a short biographical statement. Please send both your vita and letter directly to me. In order to facilitate a full and timely review, I ask that you do so by August 15, [20XX]. If you have any questions please do not hesitate to contact me. We thank you in advance for your assessment of [Name].

Sincerely,

Chair of Department of [Unit]

Enclosures:
- Curriculum Vita or Promotion application of [NAME]
- Standards for Promotion to Professor of [UNIT]
- Signed Acknowledgment and Waiver of Right to review external letters