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 are contained in this packet.

Tenured faculty at the UNLV must demonstrate significant peer-reviewed accomplishments in research, scholarship, or creative activity 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 concentrate your evaluation on the research activity of the candidate since tenure and on 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] national 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 at your institution, and place Dr. [Name’s] work in the context of the national and 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.

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.

Please return your completed letter to me, along with a copy of your own vita or a short biographical statement, to me directly. To facilitate a full and timely review, I ask that you do so by August 15, [20XX]. 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