Dear Professor XXX:

The purpose of this letter is to seek your assistance in evaluating one of our tenure-track faculty for promotion. We recognize that this is a time commitment on your part to do so and we thank you in advance and greatly appreciate having you consider helping us in this important component of our faculty promotion and tenure process. During the 2017-18 academic year, Dr. XXX, (Assistant, Associate) Professor in the Department of XXX at the University of Minnesota Duluth (UMD), will be considered for promotion to (Associate, Full) Professor (with tenure).

For your information, UMD is part of the University of Minnesota public university system. UMD is the second largest research university within the system, and the Swenson College of Science and Engineering, of which the XXX Department is a part, is the third largest college in the entire U of M system with 185 faculty, 80 permanent staff, over 3300 undergraduates, over 260 graduate students, and numerous Master’s programs as well as several Ph.D. programs. UMD is considered a “mid-sized Masters intensive” regional comprehensive public university within the Carnegie classification system, with over 9,200 undergraduates and about 11,000 total students. Our regular, tenured and tenure-track faculty are normally on 9-month academic appointments with a “2+2” teaching load (actual teaching load is based on student contact hours). Our expectation is that regular faculty develop and maintain an independent research and scholarship portfolio in addition to their teaching, outreach and service work, based on Boyer’s model of scholarship. For the purposes of annual review, merit pay, and promotion and tenure we weight major faculty responsibilities and expectations as 50% teaching, 40% research and 10% service.

Your name has been suggested as a potential referee who can evaluate Dr XXX’s qualifications for promotion to (Associate, Full) Professor, with a particular emphasis on (her/his) research and other scholarship. Your comments on Dr. XXX’s reputation in the field and on the quality and impact of (her/his) external support, published work and regional and national presentations would be very useful. According to the official policy of the University of Minnesota Regents, promotion to (Associate, Full) Professor should be based in part on “a published record of research of established quality, sufficient to show that the candidate is recognized as an expert in his field, documented by letters from national and international leaders in the field.” Attached is a copy of the department’s “7.12” policy which outlines the criteria to be used for promotion evaluation.

In addition to your judgment on (her/his) research, we would also appreciate your comments on (her/his) teaching, outreach and service activities to the extent that you are able to evaluate these other areas or weigh them in your overall evaluation. It would also assist us if you could rank Dr. XXX among peers at the same career stage and tell us if you believe (s/he) would achieve the promotion at your institution or other institutions similar to UMD with which you are familiar. Any other relevant observations you might wish to make would be most helpful. Finally, if you know Dr. XXX, please tell us in what context.

If you are willing to serve as a referee, please respond to this letter by email and we will immediately return you an electronic copy of (her/his) CV and selected publications. If you need other information, please let us know. We can also send you paper copies of all of the materials if you choose.

If you agree, we would need your evaluation as early as possible but by no later than October 31, 2017. We can send you reminders on any schedule you choose if that would be helpful. We will keep your evaluation as confidential as possible, but please be aware that according to the U of M Regents policies governing appointment, promotion and tenure, the candidate has the right to review all parts of the promotion package, including the external evaluations.

Thank you in advance for your consideration of this request. Your contribution to this important career process is a critical step in our overall evaluation process. Please let us know if you have any questions, concerns, or require further information. We look forward to hearing from you soon.

Best regards,

XXX

Professor of XXX

University of Minnesota Duluth

Phone: XXX

Email: XXX@d.umn.edu