

Sample Letter B

Dear Professor:

This department is considering the promotion of _____ to associate professor of _____ with tenure. Letters from established artists/architects/designers or scholars outside the university are a required part of the accompanying materials, and I hope that I may ask you for one.

Referees are requested to provide us with an estimate of the candidate's creative or scholarly accomplishments and standing in his/her field. In particular, we would appreciate your evaluation of how Professor _____ stands with regard to other artists/architects/ designers or scholars of his/her generation. Detailed analytical comments with regard to these matters and with regard to specific pieces of creative activity or scholarship are crucial to our deliberation and are most appreciated. For your information, I would be happy to send you copies of any of his/her significant accomplishments to which you may not have access. I am also enclosing a copy of Professor _____'s curriculum vitae.

Your letter will be made available to the tenured members of our college as well as to various review bodies of the faculty and administration, all of whom are pledged to maintain the strictest confidence. It is most helpful to the evaluation process if referees recognize that these bodies include art, architecture, and design faculty as well as a faculty member from a department outside of the Sam Fox School of Design & Visual Arts.

I know that this request arrives at a busy time for the consideration of such matters. However, we are most anxious to move rapidly with this evaluation. We would greatly appreciate receiving your evaluation by _____. If you choose to send your evaluation by e-mail, we request that you also send us a signed hard copy of your letter for the record.

As the evaluation process involves people who may be removed from your field, I also need a copy of your CV.

If you have any questions, please do not hesitate to call me collect at your convenience. Thank you.

Sincerely,