

## Sample Letter for Appointment

Dear Professor \_\_\_\_\_:

I would appreciate your help in evaluating \_\_\_\_\_ who is currently being reviewed for appointment as \_\_\_\_\_.

Appointment in the University of California is based upon research, teaching, and university and community service. I am primarily concerned with your evaluation of the candidate's research accomplishments and future potential, although you should feel free to comment on the other areas as well. How does \_\_\_\_\_ compare with others in (his/her) field who have comparable experience? Would (he/she) merit the rank of \_\_\_\_\_ in your department if (his/her) research interests were appropriate to your departmental goals?

In order to facilitate evaluation I am enclosing a copy of \_\_\_\_\_'s curriculum vita and copies of (his/her) selected (reprints/slides/publications).

**Under University of California policy, the identity of authors of letters of evaluation which are included in the personnel review files will be held in confidence. A candidate may request access to your letter in redacted form after he/she accepts an offer of appointment at UCSC. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation.**

**The full text of the body of your letter will therefore be provided to the candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information will become available to the candidate. If you wish, you may provide a brief factual statement regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will not be made available to the candidate.**

**Although we cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law.\***

I would very much appreciate receiving your evaluation at your earliest convenience. I thank you in advance for your aid in this matter.

Sincerely,

\* Bolded paragraphs must be included in all solicitation letters.

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