Date

Name

Address

City, ST ZIP

Dear Dr. XXXX:

[Mr.][Ms.][Dr.] Firstname Lastname is being considered for [promotion to Senior Lecturer] [promotion to Master Lecturer] in the Department of XXXXX at the University of Florida. [I am] [We are] writing to request your professional evaluation of their record. Internal and external appraisals of each candidate are important and are considered carefully throughout the review process.

The promotion criteria of the University of Florida and IFAS are enclosed, along with a copy of [Mr.][Ms.][Dr.] Lastname’s promotion packet. These criteria expect that faculty achieve distinction in their area(s) of appointment in teaching, research, and extension; and that their productivity is proportional to their functional assignment. Specific examples of evidence of distinction are included in the IFAS criteria. While faculty may contribute to all three mission areas, [Mr.][Ms.][Dr.] Lastname’s average annual effort during the period of evaluation was XX% teaching, XX% research and XX% extension.

[I] [We] would appreciate a candid evaluation of Dr. Lastname’s credentials for [promotion] addressing contributions and accomplishments as documented in the attached copy of their promotion packet. [I] [We] would also very much appreciate your evaluation of both the quality and quantity of Dr. Lastname’s work, including the significance of their contributions and any comments you have regarding creativity and technical competence. Specific topics you may wish to address include the following:

* What professional associations have you had with Dr. Lastname and what was your impression of those interactions?
* Does the information in the packet demonstrate distinction in the area(s) of assignment (teaching, research and/or extension)?
* Is there evidence of scholarly excellence and creativity?
* Is there evidence of a strong capacity for continued high levels of scholarly productivity after promotion?
* [Does the information in the packet demonstrate potential for leadership now and in the future?] (for promotion to Senior Lecturer) OR [Has [Mr.][Ms.][Dr.] Lastname shown sustained distinction with leadership in their assignment?] (for promotion to Master Lecturer)
* Would [Mr.][Ms.][Dr.] Lastname receive [promotion] at your institution or similar institutions with which you are familiar?

University of Florida policy requires that all solicited evaluation letters must be included in the final promotion packet. Your letter will be reviewed by [Mr.][Ms.][Dr.] Lastname’s unit leader(s), the statewide departmental faculty, the members of the IFAS Tenure, Permanent Status and Promotion Committee, the UF Academic Personnel Board and other administrators involved in the decision. [Mr.][Ms.][Dr.] Lastname [has] [has not] waived the right to view letters of evaluation. Under Florida’s Public Records Law, your letter will not be released to anyone else unless UF is legally required to do so. Please email your signed letter to email@ufl.edu **and** mail the original to [me] [us] at the above address. [I] [We] would appreciate receiving your evaluation letter by [**Date].**

We are also required to include in the final packet a biographical sketch for all who write letters of evaluation. Please provide a brief, 1-2 paragraph summary of your most significant accomplishments, including recognition and honors along with your evaluation letter.

[I] [We] realize that careful review of promotion packets and writing letters of evaluation requires a significant commitment on your part and [I] [we] thank you very much in advance for your assistance in this important endeavor. If you have questions, or for some reason will not be able to provide a letter and a short biographical sketch, please feel free to contact [me] [us]. Thank you again for your assistance.

Sincerely,

[UNIT LEADER(S)]