

From: Rupert, Vivian K.
Subject: New Sample Solicitation Letter for Promotion

Dear Deans, Department Chairs and Directors,

Below is a new letter to be used in soliciting outside reviewers when a candidate has received Time off the Tenure Clock and has elected this version of the solicitation letter (Sample Solicitation Letters for Promotions, Sample #2). All candidates who have had time off the clock must be informed that they may elect this version of the solicitation letter, and if they so elect it, they must fill in the number of year(s) off the clock and initial a copy of the letter.

To view the new Sample Solicitation Letter #2 online, please visit The UCLA CALL, Summary of Procedures #12 at <http://www.apo.ucla.edu/call/summary12.htm#Sample2>.

I ask that you begin using this letter effectively immediately.

Please feel free to share this communication with your faculty. Thank you.

Sincerely,

Carole Goldberg
Vice Chancellor
Academic Personnel

The UCLA CALL

Summary of Procedures #12

— Sample Solicitation Letters for Promotions —

Sample #2 – Optional Time off the Clock Letter

Dear Professor _____:

The Department of _____ at UCLA has under consideration the promotion of Assistant Professor _____ to the rank of _____.

Departmental custom and University policy require that extramural evaluations of the scholarly and professional contributions of each candidate for promotion be secured from recognized authorities outside the University in order to supplement the institutional record and provide reviewing authorities with an independent assessment.

Accordingly, I am writing to request that you provide me with your analysis and evaluation of Assistant Professor _____'s scholarly or creative contributions with particular reference to their originality and significance. In addition, I would appreciate your comments on his standing within his discipline and on any other aspect of his professional competence with which you may be familiar. It would be particularly helpful if you would compare him with others in the field.

In assessing progress to tenure, the University excludes from consideration periods in which it has, consistent with a variety of important University policies, permitted the appointee to be "off the clock" and not engaged in scholarship. Assistant Professor _____ has received _____ year(s) off the clock. Accordingly, in assessing this candidate's progress to tenure, please recognize that the candidate has produced the work under consideration within the University's normal evaluation period.

For your convenience, I am enclosing copies of Professor _____'s complete bibliography and latest publications.

[incorporate statement on confidentiality or include on a separate page]

Your assistance in providing this analysis will be greatly appreciated.

Sincerely,

PRIOR TO THE SOLICITATION OF LETTERS FOR TENURE REVIEW

I hereby authorize the department to use the Time off the Clock letter for this review:

Signature _____

Date _____