

SAMPLE SOLICITATION LETTER FOR OUTSIDE REFEREES OF RESEARCH/SCHOLARSHIP (non-tenure track). *(This letter may be tailored to the circumstances of the individual departments and college/schools. Referees, however, must be informed that we cannot ensure the confidentiality of outside letters of reference under Texas law.)*

Dear :

The Department of _____ is considering Morgan de Leon for advancement in rank to the position of Senior Lecturer. At The University of Texas at Austin, Senior Lecturer is a non-tenure track faculty title used for the appointment of individuals whose records reflect excellent teaching and high-level performance in at least one of the other standard areas of faculty service. To assist our decision-making process, we would appreciate your candid assessment of Dr. de Leon's scholarly contributions, the performance area in addition to teaching that is being evaluated. Our evaluation of teaching is being carried out separately, and we are asking you only for information about her scholarly contributions. A copy of the candidate's curriculum vitae is enclosed.

Under separate cover, we are sending you a package of Professor de Leon's recent publications. We would like your assessment of these works and your responses to these specific questions and points:

1. Do you know Professor de Leon, and if so, for how long and under what circumstances?
2. How would you assess the contributions to your discipline made by Professor de Leon? Please comment on her publications, which ones you judge to be the most significant, and why, and any other significant aspects of her development as scholar/researcher.

We would be grateful for any additional comments you might have.

Under the laws of the State of Texas, Professor de Leon has the right to request to see any materials in her personnel file, including your letter. Members of our faculty and internal review committees who see your letter as part of the promotion process will hold the comments you make in confidence, however.

For your comments to receive full consideration, we will need to have a letter from you no later than September 1, 2008. It would be helpful if you could enclose a brief curriculum vitae or résumé (preferably no longer than one page) or the URL for your Web site where we may obtain this information for individuals involved in the review who are not practitioners in this discipline. If you have questions, please call me at the number given on the letterhead.

Very truly yours,

Arnoldo Spofford
Professor and Chair

Enclosure

SAMPLE SOLICITATION LETTER FOR INTERNAL REFEREES (non-tenure track)

(This letter may be tailored to the circumstances of the individual departments and college/schools. Referees, however, must be informed that we cannot ensure the confidentiality of letters of reference under Texas law.)

Dear :

The Department of _____ is considering J. L. Hall for advancement in rank to Senior Lecturer, and we would appreciate your candid assessment of her academic contributions to assist our decision-making process. Non-tenure track faculty assist the University in meeting a variety of critical academic needs, the principal one being the provision of instructional service. Your comments about the candidate's teaching role and performance will be most helpful for this reason, but, as the Departmental review will also focus on Professor Hall's scholarly/advising/professional service activities, your assessment and comments on her accomplishments and contributions in this/these other area(s) are requested as well. A copy of the candidate's curriculum vita is enclosed.

Under the laws of the State of Texas, Professor Hall has the right to request to see any materials in her personnel file, including your letter. Members of our faculty and internal review committees who see your letter as part of the promotion process will hold the comments you make in confidence, however.

For your comments to receive full consideration, we will need to have a letter from you no later than September 1, 2008. If you have any questions, please call me at the number given on the letterhead.

Very truly yours,

Nance L. Hobsbawm
Professor and Chair

Enclosure