For Candidates Covered by the Policy and Procedures on Academic Appointments

Letter to invite members of the Internal Reading Committee

I am writing to ask you to serve as a member of the Internal Reading Committee as set out in Section 15 of the Policy and Procedures on Academic Appointments. I attach that section and the portion of the Provost’s memorandum on the tenure process relating to the Internal Reading Committee. This Committee should complete its work by [date] in order to allow the Tenure Committee to proceed. I would draw to your attention that the Committee is to provide a single written report, signed by all members of the Committee, assessing the scholarly and professional activities of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be considered for tenure. While the Reading Committee does not make a recommendation for or against tenure, it is imperative that the Committee state clearly its evaluation of the candidate’s work against the published criteria in Section 13, paragraph (a) of the Policy and Procedures on Academic Appointments and advise whether or not the candidate’s work demonstrates the achievement of excellence in research (including equivalent and creative or professional work), or if not, whether or not it clearly establishes competence. I would appreciate your response to my invitation within two weeks.

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Chair

Encl.