For Candidates Covered by the Policy and Procedures on Academic Appointments

Letter to Referees Requesting Written Assessment

I am writing to request your written assessment of the scholarly and professional accomplishments of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is being considered for tenure at the University of Toronto. Your assessment will form part of the dossier upon which a decision will be made to grant or deny them tenure. The identities of referees are held in strict confidence.

The Policy and Procedures on Academic Appointments at the University of Toronto requests referees to comment solely on the achievements of Professor against the criteria as set out in the Policy. A copy of the Policy is enclosed. I draw your attention in particular to the criteria in section 13:

Clear promise of future intellectual and professional development must be affirmed for tenure to be awarded. Demonstrated excellence in one of research (including equivalent creative or professional work) and teaching, and clearly established competence in the other, form the second essential requirement for a positive judgment by the Tenure Committee.

The University of Toronto asks you not for a recommendation for or against tenure, but rather for your judgment as to whether Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s scholarly and professional 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. In addition, please comment explicitly on whether you feel the candidate demonstrates future promise as outlined above. Specific appraisal of significant items, in addition to a judgment of the quality of the body of work in relation to the discipline’s norms, would greatly assist the committee. Normally external referees are not expected to comment upon teaching effectiveness.

I enclose a copy of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s curriculum vitae, and copies of the relevant work to assist you in your assessment. Should you require additional information I would be happy to supply it.

Thank you for undertaking this important duty for our discipline and for the University of Toronto. I would appreciate receiving your assessment within \_\_\_\_ weeks.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair

Encl.

Note to Chairs:

1. You must enclose the section III of the Policy and Procedures on Academic Appointments, “Criteria for Granting Tenured Appointments.”
2. You must ensure that the referee has available to them copies of all scholarly and professional work submitted by the candidate for external appraisal. Your letter should either include copies or acknowledge that you have ascertained that the referee already has access to this material.