Dear (name):

The (department) of the (college/school/faculty) is considering the promotion of tenured (current title and name) to Distinguished Professor effective July 1, 2020. The designation of Distinguished Professor is reserved for those selected faculty in the University who have achieved scholarly eminence in their discipline and fields of inquiry. The standard for promotion to Distinguished Professor is significantly higher than that applied to promotion to Professor.

The most significant area of consideration for promotion to Distinguished Professor is (scholarship/artistic accomplishment/extension scholarship/extension practice). Only those faculty who have demonstrated outstanding achievement in that area by earning significant recognition inside and outside the University are eligible for promotion to Distinguished Professor. Typically, such recognition is reflected in clearly demonstrable national and international reputation in one's discipline.

To assist the department and the University in this consideration, it is the University's practice to solicit written evaluations from specialists outside the University in the candidate's field. These letters are essential in assisting us to evaluate (title and name)'s (scholarship/artistic accomplishments/extension scholarship/extension practice) and professional standing in comparison with colleagues in (his/her) field. I am writing to ask if you would send me a confidential letter assessing (title and name)'s accomplishments in accordance with the standard described above. I would also appreciate your comments on whether (his/her) work would meet the requirements for someone being considered for promotion at your institution. In addition, if you are able to comment upon Professor (name)’s teaching and/or service to the profession, we would appreciate receiving your assessment in these areas.

We would also appreciate it if you would provide us with a short biosketch, including a brief description of your areas of expertise and current research interests, and/or curriculum vitae.

Finally, please advise us of your relationship to the candidate, if any, and the basis of your prior knowledge of the candidate’s work, if any.

For your information, I am enclosing a copy of (title and name)'s curriculum vitae. If you would like to have copies of any of the publications beyond those which I have enclosed, I will be happy to send them to you. Because our departmental deliberations must be concluded by (date), I would appreciate your response by no later than (date). If you are unable to respond by then, please let me know.

I want to assure you that the University will make every effort to maintain the confidentiality of the letter you write. Let me express in advance our deep appreciation for your assistance in this matter.

Sincerely,

(Chairperson)

Enc.