

Attachment 2:

Solicitation Letter Template

At a minimum, the following language is required:

[Date]

[Name]

[Title]

[Department]

[Institution]

[Street Address]

[City, State, Zip]

Dear Professor [Name]:

The [Unit] at the University of Michigan is considering [Candidate Name] for promotion from the rank of [specify rank; specify with/without tenure] to the rank of [specify rank]. Faculty at the University of Michigan are promoted on the basis of research, scholarly, and creative contributions; teaching ability; and service. Recognition of the quality of their work by their peers is a significant factor in the review process. We value your candid assessment of [Candidate Name's] research accomplishments and future promise, including both positive points and areas needing improvement. Your scholarly and professional judgments will play an important part in our evaluation of [Candidate Name] for promotion.

Based on the enclosed materials and any other knowledge you have of [his/her] work or professional accomplishments, we would like your candid evaluation of [Candidate Name's] written and scholarly contributions in relation to others of comparable experience in [his/her] field. We would appreciate your comments on the following issues:

1. How do you know [Candidate Name]? (in what capacity and for how long?)
2. What are your impressions about the quality, quantity, focus and scholarly impact of [Candidate Name's] works?
3. Which, if any, of the scholarly publications or works do you consider to be outstanding?
4. How would you estimate [Candidate Name's] standing in relation to others in [his/her] peer group who are working in the same field?
5. How would you evaluate [Candidate Name's] service contributions to the discipline; that is, [his/her] work on professional committees, as a reviewer of proposals or papers, as an editor, or similar activities?
6. Might [his/her] work meet the requirements for someone being considered for promotion and, if applicable, tenure at your institution?

[The following paragraph (word-for-word) must be included in ALL letters soliciting an evaluation of the candidate.]

Questions sometimes arise about the confidentiality of external review letters, and we do want to advise you that your letter will be reviewed by senior faculty at the University of Michigan. Because the University is a public institution, legal considerations limit our ability to assure confidentiality but it is our practice not to release external review letters unless required to do so by law.

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We request that you return your review to us by [Date]. 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.

We realize that your schedule is full and that this may be a time-consuming task; however, we will be most grateful for your assistance. We have selected you because of your expertise in this area. Should you not respond, we will note this in the candidate's promotion record. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

Enclosures