

**SAMPLE LETTER
ACCELERATED MERIT INCREASE - (PROFESSOR STEP II TO STEP IV)**

Date

Dear Professor _____,

The Department of _____ at the University of California, Irvine, is currently reviewing Professor _____'s record in order to determine whether if an accelerated advancement would be appropriate. If possible, I would like to receive your letter by [DATE].

As a University of California faculty member, you are familiar with our rank and step system. The advancement under consideration is from Professor, Step __ to Professor Step __. Your input regarding such a move will be most helpful.

Of particular interest to us is your candid and specific evaluation of Professor _____'s work to date, its influence and impact, and its national recognition. Specific items to focus on include the quality of published work, the standing of the venues in which the work appears, role in collaborative research, level of productivity, track record of graduate student mentoring, and the leadership demonstrated with the advancement of new ideas and engagement in professional activities. It would be helpful if you provide an assessment of Professor _____'s relative standing in the field compared to named peers at the same career stage. Finally, we would appreciate if you could comment on whether Professor _____ would receive a similar advancement at your university.

Although the contents of your letter may be passed on to the candidate at prescribed stages of the review process, your identity will be held in confidence. The materials made available will lack the letterhead, the signature block, and materials below the latter. Therefore, material that would identify you, particularly your relationship with the candidate, should be placed below the signature block. In any legal proceeding or other situation in which the source of the confidential information is sought, the University does its utmost to protect the identity of such sources.

We know that writing a detailed assessment takes valuable time. If you are unable to provide an evaluation of the type requested, I would appreciate hearing from you at your earliest convenience. If you are willing to assist us in this assessment, we would like to receive your letter by _____.

I am enclosing Professor _____'s vitae, bibliography, and a selection of publications. Should you need any additional information, please let me know. We appreciate greatly your help in this assessment and thank you for your assistance.