

**SAMPLE LETTER**  
**[ADVANCEMENT TO ABOVE SCALE – PROFESSOR]**

Date

Dear Professor \_\_\_\_\_,

The Department of \_\_\_\_\_ at the University of California, Irvine, is currently reviewing Professor \_\_\_\_\_'s record in order to determine whether advancement to the rank of Professor, Above Scale, would be appropriate. This is considered a barrier step and, for such advancements, the University of California requires letters of evaluation from experts in the field, and it has been suggested that you might be able to provide assistance in this assessment. The opinions of outside scholars carry critical weight in our decision-making process.

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 this promotion at your university.

External to UC

You may not be familiar with our rank and step system. The University of California has nine different steps with the rank of Professor, each with a normal period of three years. Advancement to Above Scale designation is reserved for scholars of the highest accomplishment and distinction whose research has had a significant impact on major fields of endeavor.

External to UC - Acceleration

The advancement under consideration is from Professor, Step \_\_ to Professor, Above Scale. As such, it is considered an accelerated promotion. Your recommendation regarding such advancement will be highly valued.

Internal to UC

As you know, advancement to Above Scale designation is reserved for scholars of the highest accomplishment and distinction whose research has had a significant impact on major fields of endeavor. Your evaluation regarding such an advancement will be critical. Finally, we would appreciate if you could comment on whether Professor \_\_\_\_\_ would receive this promotion at your university

Internal to UC - Acceleration

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, Above Scale. Your input regarding such a move will be most helpful.

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 \_\_\_\_\_.

In the following you may want to direct to the URL of where papers can be found

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.