

Language Required When Letters of Evaluation are Solicited or Received

As indicated in the example below, redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate). Information contained either in the letterhead or within and below the signature block of the letter will be redacted. The full text of the body of the letter will be provided to the candidate and cannot be redacted. Writers should be asked to provide a brief factual statement regarding their relationship to the candidate below the signature block, if applicable, which will also be redacted.

See UCD APM 220 Exhibit B for additional samples.

A. Model statement for use when in receipt of an unsolicited letter of evaluation

Thank you for sending us the letter of evaluation concerning _____, who is [a candidate for appointment] [being considered for promotion] at the University of California, Davis, Department of _____. Unsolicited letters are not used in the academic review process at UC Davis. Your letter has been returned to you and all paper or electronic copies with the University have been destroyed. Thank you for your interest in participating in our review process.

B. Model format for letters soliciting extramural evaluations for Academic Federation promotions. Do not include Step when soliciting letters.

(Dr./Ms./Mr.) [name] is being considered for promotion from [rank, title] to [rank, title] at the University of California, Davis.

I am writing to request your assistance in evaluating the achievements of [name] for promotion. Documentation for advancement is required in the areas of [list criteria as indicated in UCD APM 220AF Exhibit A]. We would appreciate your candid opinion on those areas of which you have knowledge of [name's] performance.

In addition, I would appreciate it if you could comment on your relationship with Dr. _____, particularly if you have been a mentor or collaborator. This information should be included below the signature block, not in the body of your letter, to ensure that your identity remains confidential.

Although a candidate may request to see the contents of letters of evaluation, your identity will be held in confidence. The material made available will exclude the letterhead, the signature block, and material below the signature block. Therefore, material that would identify you, particularly information about your relationship to the candidate, should be placed below the signature block. The body of the letter will be provided in its entirety to the candidate. In any legal proceeding or other situation in which the source of confidential information is sought, the University does its utmost to protect the identity of such sources.

We trust that you will provide your candid professional evaluation regardless of the changing status of the laws protecting confidentiality in academic institutions. We look forward to your assistance.

If possible, we would hope to have your response by [date].

With many thanks for your help.

Yours very truly,

["Creative achievement" may be substituted for or added to "research" whenever appropriate.]