***Sample Letter of Initial Request for Evaluation for Promotion to Associate Professor with Tenure***

Date

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_

Address

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Dr. **[insert candidate's name]**, Assistant Professor of **[insert department name]**, is being considered for promotion to Associate Professor with tenure in this department. I am writing to ask you to comment on Dr. **[insert candidate's name]**'s accomplishments and to give us your assessment of their stature as a research scholar and teacher. It would be particularly helpful if you could compare them with outstanding persons of comparable rank at other institutions. We are interested to know whether this candidate would be likely to achieve the rank of tenured associate professor at your institution, or at which institutions this candidate would be competitive for a tenured position. Please note *the timing of this candidate’s consideration for tenure and promotion is consistent with the policies and procedures of the University of Pittsburgh, which allow extensions of the tenure-clock under certain conditions.*

It may be helpful for you to know that the Bylaws of the Dietrich School of Arts and Sciences set the criteria for the award of tenure as *"... demonstrated excellence together with the promise of continued excellence in scholarship, in whatever form that scholarship takes….”* In judging excellence in **[insert research, writing, and/or artistic creations]** we place great weight on the candidate's accomplishments to date, the intellectual power and originality that are revealed by those accomplishments, and the impact that these accomplishments have had on the discipline. And for those candidates whose work is interdisciplinary, collaborative, multidisciplinary or translational in character, or whose intellectual contributions and innovation are registered in part through significant societal impact, we ask that special care be taken to establish achievement. We are, of course, keenly interested in the candidate's promise of future growth and productivity.

I have enclosed a copy of Dr. **[insert candidate's name]**'s curriculum vitae for your reference.

If the tenured faculty of this department endorses the promotion, a recommendation will be sent to the Dean of the Dietrich School of Arts and Sciences who will convene an *ad hoc* Review Committee to advise the dean with regard to this case. Your letter will be included in the dossier that will be made available to the members of the tenured faculty of this department and submitted to the Dean. It will be shared with the members of the *ad hoc* Review Committee and forwarded to the Provost, the Provost’s Advisory Council for Promotion and Tenure, and the Chancellor along with the dean’s recommendation regarding this promotion.

Provost and Senior Vice Chancellor Ann E. Cudd offered each faculty member the opportunity to document the impact that the disruptions and challenges of 2020 and 2021 had on their productivity and invited them to include this documentation in their promotion and tenure reviews. Such documentation was not required, and faculty have made different choices with regard to whether to provide it and what information to share. If included, these statements provide context for you to consider in evaluating the candidate’s work. Candidates who experienced delays in or extensions to their tenure or promotion must not be held to a higher standard.

I am aware that this is a demanding request, one which takes time from your already busy schedule and I thank you in advance for your help. We would very much appreciate hearing from you by **[insert date]**, if possible. If you have any questions, please contact me at **[insert telephone number]**. You may email your letter to me at **[insert email address]**.

Sincerely yours,

Name

Title