Dear NAME OF THE COLLEAGUE TO WHOM YOU’RE WRITING,

NAME OF THE PROMOTION CANDIDATE will be considered for promotion this spring, and has requested that you act as an internal referee. In accordance with college procedures, you are requested to provide a letter evaluating their qualifications for tenure by DATE LETTER IS DUE.

Please refer to the *Faculty Handbook* section on “Evaluation of Faculty for Continued Service and Advancement in Rank” (Sections VIII, F, 1, 2a). Please deliver your letter to me, and I will forward them to NAME OF DOF ADMINISTRATIVE ASSISTANT in the office of the Dean of the Faculty / Vice President for Academic Affairs.

The *Faculty Handbook* (Part One, VIII, F, 2. 1. vi.) states that “Individuals writing letters of evaluation for the candidate shall clearly state whether they do or do not recommend promotion and why, according to the criteria for continued service (as found in Part One [Faculty Rights and Responsibilities], Article VIII [Evaluation of Faculty for Continued Service and Advancement in Rank], Section F [Promotion])." PC also requests that you make clear the evidence upon which your recommendation rests.

Please note that your letter is confidential, regardless of the outcome. The Assistant Director for Equal Employment Opportunity and Workforce Diversity and the Faculty Advisory Board may have access if a charge of a violation of anti-harassment policies requires it.

Thank you very much.

Sincerely,

NAME OF CHAIR/ PROGRAM DIRECTOR