

**Attachment F-2**  
**Instructional Tenure Track Promotion with**  
**JOINT ACADEMIC APPOINTMENTS**

**SOLICITATION LETTER TEMPLATE**

*At a minimum, the following language is required:*

[Date]

[Name]

[Title]

[Department]

[Institution]

[Street Address]

[City, State, Zip]

Dear Professor [Name]:

The [Unit(s)] at the University of Michigan [is/are] considering [Candidate Name] for promotion from the rank of [specify rank; specify with/without tenure] to the rank of [specify rank; specify with/without tenure]. Faculty at the University of Michigan are promoted on the basis of research, scholarly, and creative contributions; teaching ability; and service. Recognition of the quality of their work by their peers is a significant factor in the review process. We value your candid assessment of [Candidate Name's] research accomplishments and future promise, including both positive points and areas needing improvement. Your scholarly and professional judgments will play an important part in our evaluation of [Candidate Name] for promotion.

[ONLY FOR TENURE TRACK FACULTY SEEKING TENURE]: Please keep in mind that at the University of Michigan the criteria for the granting of tenure are the same regardless of the length of a candidate's service as an untenured faculty member. [[ADD THE FOLLOWING SENTENCE IF THE SCHOOL/COLLEGE ONLY ALLOWS ONE ATTEMPT AT TENURE: "Also note that, except in rare circumstances, a review for tenure in [Unit] can only occur once."]) We ask that you be attentive to our policies in your evaluation of [Candidate Name].]

**[Candidate Name] is engaged in research that is interdisciplinary in nature. The candidate holds a joint appointment in the departments of [discipline] and [discipline]. We invite your consideration of the interdisciplinary nature of the candidate's work in your review of their scholarly contributions.**

Based on the enclosed materials and any other knowledge you have about the candidate's work or professional accomplishments, we would like your candid evaluation of [Candidate Name's] written and scholarly contributions in relation to others of comparable experience in the candidate's field. In particular, we would appreciate your comments on the following issues:

1. How do you know [Candidate Name]? (in what capacity and for how long?)
2. What are your impressions about the quality, quantity, focus and scholarly impact of the candidate's works?

3. Which, if any, of the scholarly publications or works do you consider to be outstanding?
4. How would you estimate **the candidate's** standing in relation to others in **the candidate's** peer group who are working in the same field?
5. How would you evaluate **the candidate's** service contributions to the discipline; that is, **the candidate's** work on professional committees, as a reviewer of proposals or papers, as an editor, or similar activities?
6. **With respect to research and scholarly productivity, would the candidate's work meet the requirements for someone being considered for promotion and, if applicable, tenure at your institution? If not, why?**

*[The following paragraph (word-for-word) must be included in ALL letters soliciting an evaluation of the candidate.]*

*Questions sometimes arise about the confidentiality of external review letters, and we do want to advise you that your letter will be reviewed by senior faculty at the University of Michigan. Because the university is a public institution, legal considerations limit our ability to assure confidentiality, but it is our practice not to release external review letters unless required to do so by law.*

We request that you return your review to us by [Date]. We would also appreciate it if you would provide us with a short biosketch, including a brief description of your areas of expertise and current research interests.

We realize that your schedule is full and that this may be a time-consuming task; however, we will be most grateful for your assistance. We have selected you because of your expertise in this area. Should you not respond, we will note this in the candidate's promotion record. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]  
[Title]

Enclosures