

### **Sample Letter to Other Reviewers:**

**For non-departmentalized college,** to solicit an assessment of a **tenure candidate's** performance in professional practice, participation in research projects, teaching or services provided to other departments of colleges, or graduate student supervision.

This is to be an arm's length process after you have identified potential respondents through discussions with the candidate.

**Not to use to solicit external referees** as identified in the University Standards (page 17).

### **Sample Letter:**

This year, Dr. \_\_\_\_\_ is being considered for tenure as an \_\_\_\_\_ Professor in the College of \_\_\_\_\_, University of Saskatchewan. He/She has recommended you as an individual who could specifically comment on his/her abilities, performance and accomplishments.

It is my understanding that Dr. \_\_\_\_\_ had been involved in a number of initiatives with you and I am seeking your feedback, where possible. I would appreciate it if you would comment on his/her role and performance in any research project/grant and also if you could give some indication as to the extent of his/her contribution in these areas and its impact on the success or outcome of the specific undertaking. For instance, where the candidate is a co-author on research publications, please comment on their role and the extent of the contribution. In addition, if you are familiar with or have been in a position to evaluate his/her teaching ability and graduate student supervision performance, I would appreciate receiving feedback in this regard.

Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the College Review Committee and to the University Review Committee. I would be pleased to provide any additional information that you may wish to have.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving a signed copy of your assessment by \_\_\_\_\_. If it is not possible for you to act in this capacity, kindly contact me by telephone at \_\_\_\_\_, or by e-mail at \_\_\_\_\_ as soon as possible.

Thank you very much for your assistance.

Yours sincerely,

### **Sample Letter to Other Reviewers:**

**For non-departmentalized colleges, in the case of promotion to full professor,** to solicit an assessment of a candidate's performance in participation in research projects, professional practice, teaching, or graduate student supervision.

This is to be an arm's length process after you have identified potential respondents through discussions with the candidate.

### **Sample Letter:**

This year, Dr. \_\_\_\_\_ is being considered for promotion to Professor in the College of \_\_\_\_\_, University of Saskatchewan. He/She has recommended you as an individual who could specifically comment on his/her abilities, performance and accomplishments.

It is my understanding that Dr. \_\_\_\_\_ had been involved in a number of initiatives with you and I am seeking your feedback, where possible. I would appreciate it if you would comment on his/her role and performance in any research project/grant and also if you could give some indication as to the extent of his/her contribution in these areas and its impact on the success or outcome of the specific undertaking. For instance, where the candidate is a co-author on research publications, please comment on their role and the extent of the contribution. In addition, if you are familiar with or have been in a position to evaluate his/her teaching ability and graduate student supervision performance, I would appreciate receiving feedback in this regard.

Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the College Review Committee and to the University Review Committee. I would be pleased to provide any additional information that you may wish to have.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving a signed copy of your assessment by \_\_\_\_\_. If it is not possible for you to act in this capacity, kindly contact me by telephone at \_\_\_\_\_, or by e-mail at \_\_\_\_\_ as soon as possible.

Thank you very much for your assistance.

Yours sincerely,