Sample promo to full email request text

Subj: Promotional review of NAME - by 1/4/2019

(FEMALE CANDIDATE)

Dear Dr. xxx:

I write to ask your assistance in our evaluation of Associate Professor Anna Pidgeon, who is being considered for promotion from Associate to Full Professor in the Department of Forest and Wildlife Ecology at the University of Wisconsin-Madison. According to university guidelines:

*Promotion to Full Professor recognizes a faculty member for continued post- tenure development as a participant in the University's mission of research, teaching, extension, public service and outreach. A recommendation for promotion shall be based on documented evidence of continued professional growth and creativity, which have resulted in significant contributions in the area of the faculty member's appointment; research and teaching, plus their contributions to service and outreach. Additionally, consideration should be given to evidence of dedication to the promotion of an atmosphere of creativity and learning among students and colleagues and to special accomplishments in research, teaching, extension and service that provide noteworthy contributions to the profession, department, university and/or state.*

As part of the promotion process, both the Department of Forest and Wildlife Ecology and the College of Agricultural and Life Sciences will review Dr. Pidgeon’s materials. Letters of critical appraisal from outside referees are important in documenting the quality of her performance for promotion to Full Professor. We therefore ask that you provide a substantive evaluation of Dr. Pidgeon’s research and teaching programs. Typically, a two-page letter is sufficient for our needs. Also, please indicate the nature of your association with her (if any).  
  
To assist in your evaluation, I have enclosed the following items that Dr. Pidgeon prepared:

• Curriculum vitae, and

• Personal statement of recent and future plans.

In the interests of obtaining an objective appraisal of the candidate, Wisconsin Statutes provide for confidentiality of evaluation letters if you so request in your response.  
  
Lastly, we need to have all letters in hand by January 4, 2019 (of course earlier is better!). A PDF sent by email of a signed letter on letterhead is suitable. I would be very grateful if you can help us out, but if you cannot do so please inform me as soon as possible. If there is any other information that you require, please contact me.

(MALE CANDIDATE)

Dear Dr. xxx:

I write to ask your assistance in our evaluation of Associate Professor Zach Peery, who is being considered for promotion from Associate to Full Professor in the Department of Forest and Wildlife Ecology at the University of Wisconsin-Madison. According to university guidelines:

*Promotion to Full Professor recognizes a faculty member for continued post- tenure development as a participant in the University's mission of research, teaching, extension, public service and outreach. A recommendation for promotion shall be based on documented evidence of continued professional growth and creativity, which have resulted in significant contributions in the area of the faculty member's appointment; research and teaching, plus their contributions to service and outreach. Additionally, consideration should be given to evidence of dedication to the promotion of an atmosphere of creativity and learning among students and colleagues and to special accomplishments in research, teaching, extension and service that provide noteworthy contributions to the profession, department, university and/or state.*

As part of the promotion process, both the Department of Forest and Wildlife Ecology and the College of Agricultural and Life Sciences will review Dr. Peery’s materials. Letters of critical appraisal from outside referees are important in documenting the quality of his performance for promotion to Full Professor. We therefore ask that you provide a substantive evaluation of Dr. Peery’s research and teaching programs. Typically, a two-page letter is sufficient for our needs. Also, please indicate the nature of your association with him (if any).  
  
To assist in your evaluation, I have enclosed the following items that Dr. Peery prepared:

• Curriculum vitae, and

• Personal statement of recent and future plans.

In the interests of obtaining an objective appraisal of the candidate, Wisconsin Statutes provide for confidentiality of evaluation letters if you so request in your response.  
  
Lastly, we need to have all letters in hand by January 4, 2019 (of course earlier is better!). A PDF sent by email of a signed letter on letterhead is suitable. I would be very grateful if you can help us out, but if you cannot do so please inform me as soon as possible. If there is any other information that you require, please contact me.