TEMPLATE FOR LETTER TO A POTENTIAL REFEREE

TO INQUIRE WHETHER THEY ARE WILLING TO UNDERTAKE THE TASK FOR PROMOTION TO ASSOCIATE PROFESSOR OR PROFESSOR

Dear \_\_\_\_\_\_\_\_\_\_\_,

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_ is under review this year for promotion to the rank of \_\_\_\_\_\_\_\_ at Queen’s University. External evaluations of a candidate's work are considered to be particularly important, and I am writing to ask whether you would be willing to provide such an assessment.

If you are willing to assist us in this way, I will send you the candidate’s current curriculum vitae, teaching dossier (if provided by the candidate), and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate).

As we are working within timelines provided by the Collective Agreement, we would need to receive your assessment by **[date] *{October 15 or 30 are suggested, depending on when the request is mailed out.}*** Please note that your letter must be submitted directly to the Unit Head’s office staff at: **[include contact information**].

Thank you very much for considering this request. I look forward to your response at your earliest convenience.

Yours sincerely,

Dean/Head/Chair/Director

**TEMPLATE FOR LETTER TO OFFICIAL REFEREES CONCERNING PROMOTION OF ADJUNCTS TO THE RANK OF ASSISTANT PROFESSOR**

Dear ...

Thank you for agreeing to assist us in making an assessment of Professor \_\_\_\_\_\_\_\_\_\_\_\_ who is under consideration for promotion to the rank of Assistant Professor at Queen’s University.

The candidate’s current curriculum vitae, a teaching dossier (if provided by the candidate), and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate) are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_. Note that you will be prompted to sign-in using your email address and password (non-Microsoft users may be prompted to enter a verification code; ensure you check your spam folder). You may request copies of any additional pieces of work that are listed in the curriculum vitae if you feel you need these materials to make an informed evaluation.

The candidate is required to demonstrate worthiness for promotion, and high standards of achievement are expected. I draw your attention to Article 32 *(Reappointment and Promotion of Adjunct Members)* and Article 30 (*Renewal, Tenure and Promotion for Tenure-Track and Tenured Faculty*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, which is also available through the web link. The criteria for promotion to the rank of Assistant Professor are listed in Articles 30.6.7 (a) of the Collective Agreement.

*30.6.7 Subject to Article 30.6.5, the normal expectations for Promotion to the following faculty ranks are as follows:*

*(a)* ***Assistant Professor:*** *The Member must be a good teacher. In those disciplines where a Ph.D. is usually required, the Member normally will have completed the doctorate. Otherwise, evidence of the successful initiation of research and scholarly work or comparable professional or creative work is required. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity. The Member’s participation in the operation of the Department, Unit, Faculty or University or contributions to their profession may be taken into consideration. Any tenure track Member who was initially appointed with the rank of Lecturer because they had not yet obtained their Ph.D. shall be appointed with the rank of Assistant Professor upon obtaining this degree without the need to apply for promotion under this Article.*

We will be grateful if you will review this material and give us your opinion of the candidate's qualifications for promotion.

Under the terms of the Collective Agreement, the candidate may see all the material in their file. If you wish your identity as a referee to remain confidential, you may so request and the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.

As we are working within timelines provided by the Collective Agreement, it will be most helpful to receive your assessment by **[date] *{October 15 or 30 are suggested, depending on when the request is mailed out.}*** Please note that your letter must be submitted directly to the Unit Head’s office staff at: **[include contact information**]. Should you be unable to meet this deadline, or if you are unable to provide an assessment, I would appreciate hearing from you at your earliest convenience by phone or email.

Thank you for your assistance in this review.

Yours sincerely,

Dean/Head/Chair/Director

Encl.

**TEMPLATE FOR LETTER TO OFFICIAL REFEREES CONCERNING PROMOTION OF ADJUNCTS TO THE RANK OF ASSOCIATE PROFESSOR**

Dear ...

Thank you for agreeing to assist us in making an assessment of Professor \_\_\_\_\_\_\_\_\_\_\_\_ who is under consideration for promotion to the rank of Associate Professor at Queen’s University.

The candidate’s current curriculum vitae, a teaching dossier (if provided by the candidate), and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate) are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_\_. Note that you will be prompted to sign-in using your email address and password (non-Microsoft users may be prompted to enter a verification code; ensure you check your spam folder). You may request copies of any additional pieces of work that are listed in the curriculum vitae if you feel you need these materials to make an informed evaluation.

The candidate is required to demonstrate worthiness for promotion, and high standards of achievement are expected. I draw your attention to Article 32 *(Reappointment and Promotion of Adjunct Members)* and Article 30 (*Renewal, Tenure and Promotion for Tenure-Track and Tenured Faculty*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, which is also available through the web link. I draw your attention to the fact that the criteria for promotion of adjunct faculty are the same as those for promotion of tenure-track faculty (Article 32.6.2). The criteria for promotion to the rank of Associate Professor are listed in Articles 30.6.7 (b) of the Collective Agreement:

*30.6.3 Tenure as defined in Article 25.1.2.3 shall be granted when there is clear evidence of demonstrated professional growth and the promise of future development as reflected in the following:*

*(a) A record as a very good teacher committed to academic and pedagogical excellence;*

*(b) A record of high quality and expert peer-assessed scholarly or creative work which is normally demonstrated by presentation or publication in a suitable academic or artistic forum; writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity; the diverse backgrounds of Members and the type of scholarship appropriate to their research areas shall be taken into account when assessing the quality of scholarly or creative work; and*

*(c) A record of professional, University or community service which has contributed to the Department, Unit, Faculty, University or broader academic community.*

We will be grateful if you will review this material and give us your opinion of the candidate's qualifications for promotion.

Under the terms of the Collective Agreement, the candidate may see all the material in her/his file. If you wish your identity as a referee to remain confidential, you may so request and the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.

As we are working within timelines provided by the Collective Agreement, it will be most helpful to receive your assessment by **[date] *{October15 or 30 are suggested, depending on when the request is mailed out.}*** Please note that your letter must be submitted directly to the Unit Head’s office staff at: **[include contact information**]. Should you be unable to meet this deadline, or if you are unable to provide an assessment, I would appreciate hearing from you at your earliest convenience by phone or email.

Thank you for your assistance in this review.

Yours sincerely,

Dean/Head/Chair/Director

Encl.

**TEMPLATE FOR LETTER TO OFFICIAL REFEREES CONCERNING PROMOTION OF ADJUNCTS TO THE RANK OF PROFESSOR**

Dear ...

Thank you for agreeing to assist us in making an assessment of Professor \_\_\_\_\_\_\_\_\_\_\_\_ who is under consideration for promotion from the rank of Associate Professor to the rank of Professor at Queen’s University.

The candidate’s current curriculum vitae, a teaching dossier (if provided by the candidate), and copies of the candidate’s significant scholarly works or examples of creative work (selected by the candidate) are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_\_. Note that you will be prompted to sign-in using your email address and password (non-Microsoft users may be prompted to enter a verification code; ensure you check your spam folder). You may request copies of any additional pieces of work that are listed in the curriculum vitae if you feel you need these materials to make an informed evaluation.

The candidate is required to demonstrate worthiness for promotion, and high standards of achievement are expected. I draw your attention to Article 32 *(Reappointment and Promotion of Adjunct Members)* and Article 30 (*Renewal, Tenure and Promotion for Tenure-Track and Tenured Faculty*) of the Collective Agreement between Queen's University and the Queen's University Faculty Association, which is also available through the web link. I draw your attention to the fact that the criteria for promotion of adjunct faculty are the same as those for promotion of tenure-track faculty (Article 32.6.2). The criteria for promotion to the rank of Professor are listed in Article 30.6.7 (c) of the Collective Agreement.

*30.6.7 Subject to Article 30.6.5, the normal expectations for Promotion to the following faculty ranks are as follows:*

*(c)* ***Professor:*** *The Member must either combine:*

*(i) scholarly or creative work judged to be distinguished with very good teaching; or*

*(ii) continuing high quality scholarly work with exceptional contributions in teaching; or*

*(iii) scholarly or creative work judged to be distinguished with exceptional contributions in teaching.*

*The Member is also expected to have made a contribution to the successful operation of the Department, Unit, Faculty or University via her/his administrative service responsibilities. Contributions to their profession also are relevant. Writing and research with respect to pedagogy and innovative teaching shall be assessed as scholarly activity.*

*Any positive recommendation with regard to promotion to the rank of Professor shall clearly indicate whether the recommendation is made on the basis of the criteria described at Article 30.6.7 (c)(i) or 30.6.7 (c)(ii) or 30.6.7 (c)(iii).*

We would be grateful if you will review this material and give us your opinion of the candidate's qualifications for promotion to the rank of Professor. In particular, we would appreciate receiving an informed evaluation of the candidate’s scholarly or creative work. If you have first-hand knowledge of **[their]** record as a teacher, you may provide an assessment of that as well.

Under the terms of the Collective Agreement, the candidate may see all the material in her/his file. If you wish your identity as a referee to remain confidential, you may so request and the report or assessment shall be masked by deleting the letterhead and signature block to maintain anonymity.

As we are working within timelines provided by the Collective Agreement, it will be most helpful to receive your assessment by **[date] *{October 15 or 30 are suggested, depending on when the request is mailed out.}*** Please note that your letter must be submitted directly to the Unit Head’s office staff at: **[include contact information**]. Should you be unable to meet this deadline, or if you are unable to provide an assessment, I would appreciate hearing from you at your earliest convenience by phone or email.

Thank you for your assistance in this review.

Yours sincerely,

Dean/Head/Chair/Director

Encl.

**TEMPLATE FOR LETTER TO STUDENTS CONCERNING PROMOTION REVIEW**

Dear...

Professor\_\_\_\_\_\_\_\_\_\_ of the Faculty/Department/School of \_\_\_\_\_\_\_\_\_\_\_ at Queen’s University is under consideration for promotion from the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_ to the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We are seeking the views of a random sampling of the candidate’s past and current students concerning **[their]** abilities and qualities as a teacher and supervisor. As you can appreciate, this is a very important step in the candidate’s career; student input is very valuable and is important to the review process.

*{For promotion to Assistant Professor, Article 30.6.1}*

Under the terms of the Collective Agreement between the Queen’s University Faculty Association and Queen’s University, the criteria for promotion to Associate Professor state in part that the Member must have “A record as a good teacher…”

***{For promotion to Associate Professor, Article 30.6.3 (a)}***

Under the terms of the Collective Agreement between the Queen’s University Faculty Association and Queen’s University, the criteria for promotion to Associate Professor state in part that the Member must have “…a record as a very good teacher, committed to academic and pedagogical excellence...”.

***{For promotion to Professor, Article 30.6.7 (c)}***

Under the terms of the Collective Agreement between the Queen’s University Faculty Association and Queen’s University, the criteria for promotion to Professor state in part that the Member must either “combine scholarly or creative work judged to be distinguished with very good teaching; combine continuing high quality scholarly work with exceptional contributions in teaching; or combine scholarly or creative work judged to be distinguished with exceptional contributions in teaching”.

We would greatly appreciate receiving your assessment of the candidate's qualifications for this promotion. In particular, we seek your opinion of the candidate's teaching and supervision of students.

Under the terms of the Collective Agreement, the candidate will have access to your letter; however, your name and signature will be deleted to maintain your anonymity.

You must submit your assessment in writing directly to the Unit Head’s office staff at: **[include contact information**].

It will greatly assist the work of the Renewal, Tenure and Promotion Committee if your letter is received by **[date] *{October 15 or 30 is suggested, depending on when the request is mailed out and Committee work is scheduled to begin.}***.

Thank you for your assistance in this matter.

Yours sincerely,

Chair, Renewal, Promotion and Tenure Committee

**TEMPLATE FOR LETTER TO INTERNAL COLLEAGUES**

**REGARDING PERSONNEL DECISIONS**

Dear Colleagues,

Article 32.6.2 and Article 30.11 of the Collective Agreement between the Queen’s University Faculty Association (QUFA) and Queen’s University provide for the submission of written and signed opinions by internal colleagues as part of the process for promotion decisions for Adjunct faculty Members. The rank criteria are defined in Article 30.6.7 of the Collective Agreement.

Professor(s) ... is/are currently being considered for promotion to the rank of ... **[insert names and categories as appropriate]**. The application files are available on a secure online storage space, which can be accessed using the following link: \_\_\_\_\_\_\_\_\_**[provide link for colleagues to access encrypted version of the documents].** Note that you will be prompted to sign-in using your email address and password**.**

After reviewing the file submitted by the candidate, should you wish to provide an informed evaluation of his/her qualifications in matters of teaching, research, and/or contributions to the department and/or the wider university community, your response should be submitted to me, as Chair of the Departmental Renewal, Tenure and Promotion Committee, no later than **[date]**.***{October 30 is suggested.}***

**Please submit a separate response for each candidate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [include contact information for colleagues to send their responses].**

Under the terms of the Collective Agreement, the candidate will have access to your letter in its entirety.

Yours sincerely,

Chair,

Renewal, Tenure and Promotion Committee