**Letter for Referees**

**Template (Promotion only)**

Dear      :

Dr.       is applying for promotion to the rank of       in the Department of       at Queen’s University. The final decision on the merit of the application will be taken following full consideration of Dr.      ’s contributions to teaching, research/scholarship, and service to the Department, Faculty, University and to the broader academic community.

External assessment of an applicant’s research/scholarship and contributions to the profession are particularly important under our procedures and, as Chair of the Departmental Promotion Committee, I am writing to ask you to provide an assessment of the accomplishments of Dr.            in these two areas.

In particular, I would like to receive:

* your view of the national and international impact of these activities.
* your opinion on the quality of the journals in which they have published.
* your assessment of their contributions to the profession.

For promotion to Associate Professor, the applicant requires evidence of high-quality research/scholarly work in their area of specialization and contributions to the profession are also relevant. ***[OR***For promotion to Professor, the applicant must either combine distinguished scholarly work with very good teaching or continuing high quality work with exceptional contributions in teaching.]

To assist you in this assessment, the following materials provided by Dr.       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).

* curriculum vitae
* summary of contributions and clinical activity
* teaching dossier
* copies of relevant scholarly work

For more information regarding the policy governing this process, please review the [University Senate Statement on Promotion Policy](https://www.queensu.ca/secretariat/policies/senate/statement-promotion-policy-geographically-full-time-and-adjunct-1-non-bargaining). I would like to specifically draw your attention to the [Promotion Descriptors](https://www.queensu.ca/secretariat/sites/uslcwww/files/uploaded_files/policies/senateandtrustees/promotion/GeoHSPolicyPromotionDescriptors.pdf).

The applicant may have an opportunity to see all of the material in their file. If you wish your identity as a referee to remain confidential, you must request that your letterhead and signature block be deleted. Please note that the body of your submission will not be altered in any way and any identifying information that you may choose to include will be available to the applicant.

Your response will be very much appreciated by the departmental Promotions Committee. I would ask that you provide your assessment by Date so that we may adhere to the timelines set out in our promotions process. Please ensure that your letter of reference a) clearly includes a definitive statement of your assessment (eg. I strongly support Dr.      ’s promotion to Associate/Professor), and b) is prepared and signed on your official letterhead. Both mail and electronic submissions of your official letter will be accepted. All electronic copies should be sent to Admin Contact at email. Should you be unable to meet this timeline or if you are unable to provide an assessment, I would appreciate hearing from you at your earliest convenience.

Thank you for assistance in this review.

Yours sincerely,

Chair, Departmental Promotion Committee

**Letter for Students**

**Template**

Dear      :

Dr.       is applying for promotion to the rank of       in the Department of       at Queen’s University. The final decision on the merit of the application will be taken following full consideration of Dr.      ’s contributions to teaching, research/scholarship, and service to the Department, Faculty, University and to the broader academic community.

As Chair of the Departmental Promotion Committee, I am seeking the views of a random sampling of Dr.      ’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 an applicant’s career and student input is very valuable and important to the review process. I would greatly appreciate receiving your assessment of Dr.      ’s teaching and supervision of students.

For your information, the [University Senate Statement on Promotion Policy](http://www.queensu.ca/secretariat/policies/senate/health-sciences-statement-promotion-policy-geographically-full-time-and-adjunct-1) states that ***{for promotion to Associate}*** for promotion to Associate Professor, the applicant should be a very good teacher and show evidence of high quality research/scholarly work. Contributions to the profession are also relevant. ***{for promotion to Professor}*** For promotion to Professor, the applicant must combine distinguished scholarly work with very good teaching or continuing high quality work with exceptional contributions in teaching. Contributions to the profession are also relevant.

Under our procedures, the applicant may have an opportunity to see all of the material in their file. It is important that you identify your affiliation, *e.g.* undergraduate student, graduate student, resident, former resident, *etc.* However, to maintain your anonymity, your letterhead / e-mail header and signature block will be deleted.

Your response will be very much appreciated by the departmental Promotions Committee. I would ask that you provide your assessment by Date so that we may proceed in keeping with timelines set out in our promotions process. Both mail and electronic submissions will be accepted. All electronic copies should be sent to Admin Contact at email. Should you be unable to meet this timeline or if you are unable to provide an assessment, I would appreciate hearing from you, at your earliest convenience.

Thank you for assistance in this matter.

Yours sincerely,

Chair, Departmental Promotion Committee

**Letter for Internal Colleagues**

**Template**

Dear      :

The Faculty of [Health Sciences Statement on Promotion Policy for Geographically Full-Time and Adjunct-1 (non-Bargaining Unit) Appointees](http://www.queensu.ca/secretariat/policies/senate/health-sciences-statement-promotion-policy-geographically-full-time-and-adjunct-1) provides for the submission of written opinions by members of the Department as part of the process for promotion decisions. Dr(s).       is/are currently being reviewed for promotion to the rank of      .

The following materials from the applicants are available for your review [*in* ***location*** *from* *date to* *date or via a secure online storage space by contacting* *Admin Contact at* *email/phone*]:

* curriculum vitae
* summary of contributions and clinical activity
* teaching dossier
* copies of relevant scholarly work

If, after reviewing this material, you wish to provide an informed evaluation on any of the applicant’s qualifications relating to matters of teaching, research/scholarship, clinical service and contributions to the Department and/or the wider university community, your response should be submitted by Date so that we may proceed in keeping with timelines set out in our promotions process. Please ensure that your letter a) clearly includes a definitive statement of your assessment (eg. I strongly support Dr.      ’s promotion to Associate/Professor), and b) is prepared and signed on your official letterhead. Both mail and electronic submissions of your official letter will be accepted. All electronic copies should be sent to Admin Contact at email.

Please note that the applicant may have an opportunity to see all of the material in their file. In that event, they will have access to your letter in its entirety.

**Please submit a separate response for each candidate.**

Thank you for assistance in this matter.

Yours sincerely,

Chair, Departmental Promotion Committee