APPENDICES

APPROVED LETTER FOR SOLICITATION OF PROFESSIONAL REVIEW

The following wording must be used exactly. Optional phrases are given in brackets separated by slashes, and blanks should be filled by the appropriate phrase in each space defined by parentheses. Solicitation letters should go out as early as possible.

[Current Address]

[Inside Address]

Dear:

The [Department/Faculty/School] of _____(name of academic unit) at The University of Tulsa would appreciate your assistance in evaluating the professional contributions and reputation of _____(name of candidate), who will be considered for [the granting of tenure/promotion to associate professor/promotion to full professor/granting of tenure and promotion to…etc.] during the fall semester, _____(year). Enclosed are Professor _____'s *curriculum vitae* and copies of publications selected by the department and the candidate to assist you in this review.

When you respond, please specify the nature and duration of your relationship to the candidate, if any (friend, colleague, mentor), and offer your professional assessment of the candidate's accomplishments—publications, presentations, professional service, etc.—in terms of their originality, significance, and quantity. Also, please evaluate Professor _____'s achievements in light of those of other faculty members you have known at a comparable stage of their careers.

To be considered fully by our review committee, your response should be received no later than _____(establish date for timely response). We deem these responses to be confidential, but as you know, recent legal rulings have required universities to reveal confidential files in certain types of litigation and claims

Thank you for your kind assistance in this matter.

Sincerely,

(Name and title of academic unit chair)