2. Letter to external referee

Professor Y

Dear Professor Y:

Professor x will be given detailed consideration for promotion to Full Professor this year. I am writing to thank you for agreeing to assist in the detailed consideration by preparing a written assessment of Professor X’s scholarship and professional accomplishments. Your assessment will form part of the dossier upon which a decision will be made to recommend or not to recommend the promotion of Professor X to Full Professor.

To assist you in this task, I enclose our *Policy and Procedures on Promotions* document and draw particular attention to the criteria for promotion outlined in sections 7, 11a, 12a, and 13a. I also enclose a comprehensive curriculum vitae for Professor X. If you need copies of some or all of her published works, please contact my assistant X at 905- or by e-mail at X, and she will be happy to provide them.

Promotion to Full Professor at the University of Toronto is based, to a considerable extent, on the individual's reputation as a scholar and it is in this regard that I would appreciate your views. What in your judgement is the significance of Professor X's published and unpublished work in terms of its impact on the discipline? In addition, also please compare Professor X's contributions with those of individuals at a comparable stage in their careers. If she was at your university would she be considered for this promotion?

Your reply should be forwarded to me by January 2, 2012:

Professor ….

Chair, Department of

University of Toronto Scarborough

1265 Military Trail

Toronto, Ontario M1C 1A4

Please send a copy as well (by PDF is fine) to the Assistant Dean at llewis@utsc.utoronto.ca

I appreciate your willingness to act as a referee and thank you in advance for your time, effort and comments.

Sincerely

X

Chair

Encls.