3. Letter to internal referee

Professor Y

Dear Y:

Professor X will be given detailed consideration for promotion to Full Professor this year. I am writing to ask you to assist, along with Professor Z, 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 excerpts from our Policy and Procedures on Promotions document and draw particular attention to the criteria for promotion outlined in section 7, 11 a) 12 a) and 13 a). I also enclose a comprehensive curriculum vitae for Professor X and copies of all of his published works.

Promotion to Full Professor at the University of Toronto is based, to a considerable extent, on the individual's reputation as a scholar and teacher. What in your judgement is the significance of Professor X's published and unpublished work in terms of its impact on the discipline? Please compare Professor X's contributions with those of individuals at a comparable stage in their careers.

Your assessment should be forwarded to me by January 2, 2012.

Should you accept my invitation to serve, I would appreciate your written acknowledgement by November 8, 2011. I appreciate your willingness to act as a referee and thank you in advance for your time, effort and comments.

Sincerely

X

Professor and Chair

Encls.

I accept Date

I do not accept