5. Requests for co-authors

**Sample e-mail to candidate re co-authors**

As part of the promotion process, I am required to obtain statements from your collaborators about your co-authored/co-edited publications.

Please provide a brief statement on the nature of your collaboration and nature and extent of your contribution to each work.

After receiving your statements, your co-authors/co-editors will be contacted to confirm their agreement with your statements about the collaborative work.

Please also provide e-mail addresses for all of your major collaborators.

**Sample e-mail to co-authors**

Professor [ ] is being considered for promotion to Full Professor at the University of Toronto. As part of the promotion process the University requires that collaborators are contacted about the nature and extent of the candidate’s contribution to co-authored work.

I reproduce below what Professor [ ] has written about the cited article jointly written with you. Please let me know whether or not you agree with [*his/her*] statement and, if not, please provide clarification:

[*Author, First and Second Author. Title of Article, Title of Journal, Volume #, Issue #, Date].*

[C*andidate’s statement*]

I would appreciate hearing from you no later than [*date*].

Thank you for your contribution to this process.