[date]

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 the UTM Guidelines for the Evaluation of Teaching and the University of Toronto Policy and Procedures on Promotions 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 his/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 What in your judgement is the significance of Professor X's published and unpublished work in terms of its impact on the discipline?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 he/she was at your university would he/she be considered for this promotion?

Your reply should be forwarded to me by [date]:

 Professor ….

 Chair, Department of

 University of Toronto Mississauga

3359 Mississauga Road

Mississauga, Ontario, L5L 1C6

Alternatively, you can send a soft copy to me at XXXXXXXX.utoronto.ca as a PDF, provided it is signed, dated and on institutional letterhead.

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

Sincerely

X

Chair

Encls.