

APPENDIX G: Sample Letters to Reviewers/Information Regarding Confidentiality

<i>Sample Letter to Reviewers</i>	H-2
<i>Sample Letter to Student Reviewers</i>	H-3
<i>Sample Thank You Letter to Reviewers</i>	H-4

Sample Letter to Reviewers

In preparing the actual letters, keep in mind the criteria for promotion or appointment to the rank being considered. Some phrases which may be appropriate for one letter and inappropriate in others are indicated in brackets in the sample letter below.

DATE

ADDRESS

Dear _____,

We are considering the (appointment of _____ to the rank of _____)(promotion of Professor _____ from the rank of _____ Professor to that of _____ Professor). The rank of _____ is the _____ step in the four-tier tenure track at MIT: assistant professor, associate professor without tenure, associate professor with tenure, full professor.

To help us in this process, we would be most grateful to receive your written comments and advice. Our evaluation of the case for this (promotion/appointment) will take account of the intellectual contributions to his/her field, his/her effectiveness as a teacher, and his/her record of university and community service. To help us perform this evaluation knowledgeably and fairly, we need to have the comments of people who can critically assess the qualifications and record of Professor/Dr. _____. We realize that you may not be in a position to comment on all aspects of his/her work, but whatever insights you are able to provide will be extremely useful to us. In particular, we would appreciate any comments you can provide concerning:

- His/her major research, scholarly or design/practice contributions; their significance (and how they have influenced others);
- His/Her standing in his/her field (an indication of his/her peers of comparable age together with your assessment of his/her relative position in that group, would be especially helpful);
- His/her effectiveness as a teacher, if you have personal knowledge of this;
- The quality and stature of his/her former graduate students;
- His/her qualities as a (potential) intellectual leader;
- His/her potential for further professional growth and leadership.

The more specific you can be in your comments, the more helpful your evaluation will be. Your response will be treated with confidentiality, as described in the statement below. For your reference we are enclosing Professor _____'s faculty personnel record and professional statement, as well as a selection of recent work and publications. To ensure an objective review, it is MIT policy to send the candidate's materials to external reviewers without making a prior request. We are grateful for your understanding of this practice.

In order to meet our deadlines, we will need your reply by _____. For your convenience you may submit via email to (name and email) followed by sending the hard copy to me. I appreciate your help and look forward to hearing from you.

Sincerely,

Department Head Name and Title

"MIT will continue its long-standing policy of treating evaluations with the highest degree of confidentiality. This policy includes taking the necessary actions, including legal actions, when appropriate, to resist attempts to obtain such confidential records, and, if disclosure is legally required, to try to limit the scope of disclosure so as to protect the identity of the person providing the confidential information."

Sample Letter to Student Reviewers

DATE

ADDRESS

Dear _____,

Professor _____, who is currently an (Assistant/Associate Professor), is being considered for a promotion to (Associate without Tenure/Associate with Tenure/Full Professor). To appraise his/her qualifications, letters are being sought from students and professionals with knowledge of Professor _____'s work and contribution. To help us in this process, we would be most grateful to receive your written comments and advice. The opinions of students are very valuable in assuring that the department's decision is thoroughly informed.

I would like to have your written evaluation of Professor _____ as a *teacher*. Please include any comments that might be relevant to the case from the perspective of your association with Professor _____ and with his/her work.

The more specific you can be in your comments, the more helpful your evaluation will be. We will treat your response with confidentiality, as described in the statement below.

In order to meet our deadlines, we will need your reply by _____. I appreciate your help and look forward to hearing from you.

Sincerely,

Search Chair Name or Department Head Name

Title

"MIT will continue its long-standing policy of treating evaluations with the highest degree of confidentiality. This policy includes taking the necessary actions, including legal actions, when appropriate, to resist attempts to obtain such confidential records, and, if disclosure is legally required, to try to limit the scope of disclosure so as to protect the identity of the person providing the confidential information."

Sample Thank You Letter to Reviewers

DATE

ADDRESS

Dear _____,

Last fall you were very helpful in responding to our request for an evaluation of XNameX in connection with her proposed promotion to XAssociate/FullX Professor in this department. We are pleased to report that Xname'sX promotion has been approved by the appropriate Institute committees. Your letter was critical to these deliberations and we want to thank you for your willingness to spend the time and effort to help us in this important process. The future of the Department of Architecture at MIT depends upon the quality of its young faculty and the help of generous colleagues. Thank you.

Sincerely,

Search Chair Name or Department Head Name
Title