FOM Referee Solicitation Letter for

Professoriate Stream

Traditional Scholarship

***In the case where a Head has been a co-author or received research funds with the candidate, an Acting Head should be put in place for the entire review process including soliciting the referee letters.***

*It is recommended that Heads contact potential referees to determine whether the referee is willing to provide a letter of assessment and if so, to do so by the deadline provided, using* ***Template A****. They should also confirm at this time that they do not have a conflict of interest and are at arm’s length from the candidate. If they are or have been a collaborator and declare that they are nonetheless at arm’s length,* *it is imperative to know the reasons why they consider themselves at arm’s length. Managing a conflict at this step will prevent future delays to the file.*

*If the potential referee is willing to provide a letter of assessment by the deadline, then* ***Template B*** *can be used. The referees are to receive a copy of the candidate’s CV, two or three samples of scholarly work, such as publication reprints, unless the referee has alternate access to them, relevant criteria from the Collective Agreement and SAC Guide. The Teaching Dossier is not sent to referees except in the case of Educational Leadership Stream reviews (please use Referee Solicitation Letter template specifically for the Review of Teaching and Educational Leadership).*

*Note that cases can be based on one or a combination of the three forms of scholarly activity* *(traditional scholarship, scholarship of teaching and professional contributions), but the form of scholarly activity must be determined in advance in discussion between the Head and the candidate so that the appropriate referees are chosen and appropriate criteria are applied at all stages of the review. For blended files, please use Reference Solicitation Letter template specifically for the Review of Blended cases.*

*One sample of a letter of solicitation (****Template B****) is to be included in the file that moves forward to the President.*

*For New Hires at the rank of Assistant Professor, letters of reference from the candidate’s application package can be used, however, a follow-up letter is often required to obtain an explicit recommendation regarding the appointment rank and tenure.* *This letter can be adapted to the criteria for Assistant Professors as necessary.*

**TEMPLATE A:**

[Date]

Dear [referee name]:

RE: [candidate name]

### The University of British Columbia is considering [candidate name] for [decision option] in the Department/School of [XX]. On behalf of [candidate name], I am writing to ask if you are willing to provide an arm’s length assessment of [candidate name]’s scholarly activity with particular emphasis on the significance of their scholarly work in this field.

Referees are not normally expected to include relatives, close personal friends, clients, current or former colleagues, former thesis advisors, research supervisors, grant co-holders, or co- authors. If you should feel that your relationship to the candidate is such that it might affect your ability to evaluate them impartially, please decline writing an assessment. However, if you are or have been a grant co-holder or co-author with the candidate and feel that your relationship to the candidate is such that it will not affect your ability to evaluate them impartially, we would be grateful if you would explain briefly in what context you do consider yourself arm’s length.

We rely heavily on outside letters in making decisions of this nature. I realize that the effort required to write such letters is significant and that the rewards are limited. I would therefore like to emphasize our deep gratitude for your assistance in this important task.

Please advise within the next week whether you are willing and able to provide us with this assessment and if yes, whether you can do so by [deadline]. If so, I will forward [candidate name]’s curriculum vitae, and selected publications to you as soon as possible. You can contact me at [email].

**If I do not hear from you by [next week deadline] I will assume that you are unable to provide a reference and will remove your name from the referee list.**

Thank you for your consideration and assistance.

Yours sincerely,

xxxx

[Professor and Head/School Director]

**TEMPLATE B:**

[Date]

Dear [referee name]:

RE: [candidate name]

The University of British Columbia is considering [candidate name] for [decision option] in the Department/School of [XX]. I am writing to ask you to provide an arm’s length assessment of [candidate name]’s scholarly and professional activity with particular emphasis on the quality and significance of their scholarly and professional work in this field. [Select phrase options for Assistant or Associate rank depending on year of decision]. Please indicate in your letter whether you know the candidate, and if so, in what capacity.

This file is being considered on the basis of traditional scholarship. I would ask that you please make an **explicit recommendation** concerning [decision option] in the context of the UBC Collective Agreement, and based on the evidence made available to you. I have enclosed an excerpt from the Collective Agreement that discusses the criteria for appointment, reappointment, tenure, and promotion at UBC.

We would be grateful for your candid and specific comments about all aspects of the candidate’s scholarly and professional achievements as set out below. We have provided questions concerning the type of information we would find helpful, but we hope you will also refer to any other matters you believe will assist in evaluating the candidate (e.g. direct knowledge of the candidate’s teaching effectiveness, administrative performance, etc.).

1. Were you aware of the candidate's publications before now? Had you read any of them? In what ways are they referred to in other literature in the field?
2. On the basis of the information available to you, how do you assess the candidate’s contribution as a scholar and researcher in their field?
3. Has the candidate effectively disseminated their scholarly and professional work? For example, publications, conference presentations & participation, invited and other presentations, other evidence such as letters of impact, development and/or implementation of policies, practice guidelines, government reports and/or curriculum innovation.
4. Apart from their scholarly work, do you know of any contributions the candidate has made to the development of their subject in Canada or elsewhere(e.g. through activities in learned societies, organizing conferences, etc.)? In your opinion how significant have these activities been from the standpoint of promoting teaching and scholarship in their subject?
5. What is the impact of the candidate’s work? While evidence of impact includes journal impact factors and citation indices please also provide additional insights. For example, has the direction of the candidate’s discipline changed because of their work? Is the candidate’s work novel, creative or innovative? Is the work recognized by their peers at local, national and/or international levels? Has there been adaptation of the candidate’s work? Has the candidate’s work opened new avenues of research? To what degree is it marked by industry and thoroughness? What would you consider to be reliable indication or evidence for the impact of the candidate’s work?
6. What is the candidate’s productivity relative to other scholars in their discipline?
7. Has the candidate sustained their scholarly and professional activities since their [insert UBC appointment or last promotion]?
8. How is the candidate’s discipline (in Canada or internationally) different because of their work?

**[For promotion/appointment to Associate Professor only**:**]**

1. Is the candidate an independent scholar, that is, has the candidate achieved sufficient independence from previous supervisors and current senior colleagues?
2. Would you recommend the candidate for [insert decision option: appointment as Associate Professor with tenure or promotion to Associate Professor with tenure]?

**[For promotion/appointment to Professor only:]**

1. Has the candidate attained distinction in their discipline? Are their scholarly activities considered outstanding?
2. Would you recommend the candidate for [insert decision option: appointment as Professor with tenure or promotion to Professor with tenure]?

Please add any further comments you think might be useful in assessing the candidate’s academic contributions.

It is the policy of the University to treat as confidential letters of reference which it receives. It can, however, be required under Freedom of Information legislation to disclose the substance of any letter of reference but only where that can be done without disclosing the identity of the writer. In addition, if in the course of consideration of a candidate a negative recommendation is made within the University, the candidate is entitled to see a summary or an edited version of letters, but again the summary or editing is done so as not to disclose the identity of the writer. To facilitate this, you may precede your evaluation with a letter of transmittal such that the evaluation itself does not identify you or your institution. The letter of transmittal will be included as part of the evaluation file but excluded from a requested summary.

Please note that the enclosed Curriculum Vitae contains personal information about the candidate. Please keep it confidential, store it in a secure location, and destroy it after you complete your assessment.

We rely heavily on outside letters in making decisions of this nature. I realize that the effort required to write such letters is significant and that the rewards are very limited. I would therefore like to emphasize our deep gratitude for your assistance.

I look forward to receiving your letter of assessment by [deadline]. **If I do not hear from you by the deadline, I will assume that you are unable to provide the reference and will remove your name from the referee list.** You can contact me at [email].

Thank you for your consideration and assistance.

Yours sincerely,

xxxx

[Professor and Head/School Director]

Enclosures

1. Excerpt from the Agreement

Professor - Article 3.09

Associate Professor - Article 3.08

Assistant Professor - Article 3.07

1. Samples of the candidate's scholarly work (unless the referee has alternative access to this work)
2. Curriculum Vitae
3. Full excerpt from the Agreement – Part 4, Articles 3 & 4 (Optional - For further context)
4. Table of Research Stream Criteria (Optional - For further context)