

SAMPLE LETTER TO REFEREES FOR PROMOTION TO ASSOCIATE TEACHING PROFESSOR/TEACHING PROFESSOR

Dear _____:

The Department/Center/Program of _____ is considering the qualifications of Dr./Mr./Ms. _____, currently a Senior Lecturer/Associate Teaching Professor, for promotion to the rank of untenured Associate Teaching Professor/Teaching Professor. I am writing to ask your help in evaluating Dr./Mr./Ms. _____'s qualifications for promotion.

The rank of Associate Teaching Professor/Teaching Professor is not eligible for tenure. This rank is reserved for a small group of instructors who have contributed substantially to the educational mission of the School of Arts and Sciences/Engineering at Johns Hopkins. Associate Teaching Professors/Teaching Professors are expected to be accomplished teachers who have a record of achievement in curriculum development, pedagogical innovation, program leadership, and service to the profession.

We would appreciate very much your frank evaluation of Dr./Mr./Ms. _____'s record as a teacher and his/her achievements in curriculum design, program development, staff coordination, and the pedagogy of _____. It would also be helpful to us if you could compare Dr./Mr./Ms. _____'s record with that of teaching professionals at other institutions with a similar ranking system for non-tenure-track faculty.

I am enclosing a copy of Dr./Mr./Ms. _____'s teaching dossier, which includes his/her vita, teaching statement, summary course evaluations, and sample syllabi, among other items. Please let me know if I can supply any additional material. Feel free to retain the enclosed.

Your reply will be treated as a confidential and privileged communication; we will take all responsible steps to see that it is seen only by those directly involved in the promotion process.

The department would like to move forward with this case as soon as possible, and it would help us greatly to have your response at your earliest convenience, and no later than _____. If you choose to send your evaluation by e-mail, we request that you also send us a signed hard copy of your letter for the record. The department and the University are grateful for your help.

Sincerely,

SAMPLE LETTER TO REFEREES FOR THE APPOINTMENT OF AN ASSOCIATE
TEACHING PROFESSOR/TEACHING PROFESSOR

Dear _____:

The Department/Center/Program of _____ is considering the qualifications of Dr./Mr./Ms. _____ for appointment as an untenured Associate Teaching Professor/Teaching Professor. I am writing to ask your help in evaluating Dr./Mr./Ms. _____'s qualifications for this appointment.

The rank of Associate Teaching Professor/Teaching Professor is not eligible for tenure. It is reserved for a small group of instructors who contribute substantially to the educational mission of the School of Arts and Sciences/Engineering at Johns Hopkins. Associate Teaching Professors/Teaching Professors are expected to be accomplished teachers who have a record of achievement in curriculum development, pedagogical innovation, program leadership, and service to the profession.

We would appreciate very much your frank evaluation of Dr./Mr./Ms. _____'s record as a teacher and his/her achievements in curriculum design, program development, staff coordination, and the pedagogy of _____. It would also be helpful to us if you could compare Dr./Mr./Ms. _____'s record with that of teaching professionals at other institutions with a similar ranking system for non-tenure-track faculty.

I am enclosing a copy of Dr./Mr./Ms. _____'s teaching dossier, which includes his/her vita, teaching statement, summary course evaluations, and sample syllabi, among other items. Please let me know if I can supply any additional material. Feel free to retain the enclosed.

Your reply will be treated as a confidential and privileged communication; we will take all responsible steps to see that it is seen only by those directly involved in the appointment process.

The department would like to move forward with this case as soon as possible, and it would help us greatly to have your response at your earliest convenience, and no later than _____. If you choose to send your evaluation by e-mail, we request that you also send us a signed hard copy of your letter for the record. The department and the University are grateful for your help.

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