

Suggestions for the organization of letters of recommendation/evaluation/support, to be submitted to the letter writers, and for information only to the candidates

Invited letter writers will receive in addition to the CV: a) a candidate's personal statement that clearly indicates why he/she is applying for promotion at CDU, brief reasoning on how he/she qualifies, and what is the candidate's general current and future plan of activities, and, b) when pertinent, a summary of students' evaluations of the candidate's teaching ability.

For the letter writers, please:

1. State the name of the person who is being evaluated/supported, and proposed academic position name, and rank of the candidate that is being considered.
2. Do a brief self-introduction of the letter writer by establishing his/her qualifications and expertise for reviewing the candidate based on a) experience with the candidate's field or b) general experience reviewing candidates at a given rank.
3. Describe briefly the type and length of professional interaction between the letter writer and the candidate; if no direct interaction exists, please state that the review is based exclusively on the CV analysis, or on other specified information.
4. Provide a precise definition of the level of support for the candidate for the specific position proposed, using the following terms or their equivalent: "enthusiastic, very strong, strong, considerable, moderate; or with reservations". If you do not wish to use qualifiers for your recommendation, the reviewers will follow their own interpretation. The justification for the degree of support does not need to be explained here, since it should come out naturally from the rest of the letter.
5. Identify the category(ies) predominantly analyzed for the assessment of the candidate's personal qualifications/activities: overall academic/professional; research and creativity; teaching and education; related service to the university and academic/medical institutions; related service to the community; extension activities to the general public. Here define the relative bearing of each one on your assessment.
6. Within each category considered under #5 briefly mention and discuss the candidate's main contributions justifying your assessment.
7. Provide your assessment of the candidate's professional reputation at any or all of these levels: "international, national, local, community; or not able to judge (indicating why)". Based on your personal knowledge, the CV, and the candidate self-assessment in the respective personal statement (to be required from the candidate); briefly mention and discuss the candidate's main contributions that justify your assessment.
8. Try to indicate in your view which are the candidate's main strengths and if possible minor correctable weaknesses.
9. Based on the candidate's personal statement, provide a sentence on the matching of the candidate with the position or promotion.
10. Any other comments that may help the A&P Committee are welcome.