TEMPLATE LETTER TO REFEREES FOR THE PROMOTION/APPOINTMENT OF A TEACHING PROFESSOR (ACADEMIC TRACK)

Dear \_\_\_\_\_\_\_\_\_\_:

The Department/Center/Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is considering the qualifications of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, currently Associate Teaching Professor (optional), for promotion/appointment to the rank of untenured Teaching Professor. I am writing to ask your help in evaluating Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s qualifications for promotion/appointment.

At the Homewood Schools of the Johns Hopkins University, the rank of Teaching Professor is not eligible for tenure. The non-tenured teaching track includes the following ranks: Lecturer, Senior Lecturer, Associate Teaching Professor and Teaching Professor. The rank of Teaching Professor is distinguished from that of Associate Teaching Professor in that it is awarded to those who have demonstrated a record of sustained excellence in teaching (at least six years), have a record of pedagogical leadership or innovation within their home institution, and, additionally, have demonstrated leadership or innovation outside of their home institution (this may include such things as excellence in curriculum development and pedagogical innovation, among others).

We would appreciate very much your frank evaluation of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s record as an educator as well as evidence of influential academic leadership or innovation beyond their home institution. If you are able to do so, it would also be helpful to us if you could compare Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s record with that of teaching professionals at institutions with a similar progression in rank for non-tenure-track faculty.

I am attaching a copy of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s teaching dossier, which includes their vita, teaching statement, summary course evaluations, and sample syllabi, among other items. Please let me know if I can supply any additional material.

Your reply will be treated as a confidential and privileged communication. We will take all responsible steps to ensure 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 \_\_\_\_\_. The department and the University are grateful for your help.

Sincerely,