TEMPLATE LETTER TO REFEREES FOR PROMOTION/APPOINTMENT TO ASSOCIATE TEACHING PROFESSOR (ACADEMIC TRACK)

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

The Department/Center/Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is considering the qualifications of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, currently a Senior Lecturer (optional), for promotion/appointment to the rank of untenured Associate 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 Associate 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 Associate Teaching Professor is distinguished from that of Senior Lecture in that it is awarded to those who have demonstrated a record of sustained excellence in teaching (at least five years), and, additionally, have also contributed substantially to their home institution’s educational mission, with a record of pedagogical leadership and/or innovation within the institution (this may include such things as excellence in curriculum development, pedagogical innovation, and program coordination, 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 within 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 the candidate’s 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 evaluation at your earliest convenience, and no later than \_\_\_\_\_. The department and the University are grateful for your help.

Sincerely,