SAMPLE LETTER TO REFEREES FOR APPOINTMENT AS ASSOCIATE PROFESSOR OF THE PRACTICE

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

The Department/Center/Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is considering the qualifications of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for appointment to the rank of Associate Professor of the Practice. I am writing to ask for your help in evaluating Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s qualifications for this appointment.

At the Homewood Schools of the Johns Hopkins University, the rank of Associate Professor of the Practice is not eligible for tenure. The rank of Associate Professor of the Practice is available to professionals who have chosen to contribute to the University’s academic missions of education and research. Associate Professors of the Practice should be leading professionals in their field with national reputations and research or leadership excellence that would enhance the education and/or research mission(s) of the institution. We recognize that professionals may not have had the opportunity for traditional classroom teaching. Since supervising and advising students are important elements of both research and teaching, strong evidence of effective mentoring is important in the case of any candidate for Associate Professor of the Practice.

We would appreciate very much your frank evaluation of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s professional record, including their record of professional leadership and/or expertise in professional training and development. In addition, if you are familiar with Dr./Mr./Ms. \_\_\_\_\_\_\_\_’s record of teaching, mentoring, organizational leadership, or achievements in research, we would appreciate it if you could comment on these as well. Finally, 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 leading professionals at other institutions or organizations.

I am attaching a copy of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s dossier, which includes the candidate’s curriculum vitae, statement of proposed contribution, summary course evaluations, sample syllabi, and any other items pertinent to this review. 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/center/program 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/center/program and the University are grateful for your help.

Sincerely,