SAMPLE LETTER TO REFEREES FOR PROMOTION TO PROFESSOR OF THE PRACTICE

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

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

At the Homewood Schools of the Johns Hopkins University, the rank of Professor of the Practice is not eligible for tenure. The rank of Professor of the Practice is available to professionals who have chosen to contribute to the University’s academic missions of education and research. Candidates for promotion from Associate Professor of the Practice to Professor of the Practice should have been leading professionals in their field and have demonstrated professional leadership that would enhance the education and/or research mission(s) of the institution. In addition, they should have served with distinction as Associate Professor of the Practice for at least seven years, making notable contributions to the teaching and/or research mission(s) of the department/center/program in which they were appointed.

We would appreciate very much your frank evaluation of Dr./Mr./Ms. \_\_\_\_\_\_\_\_\_\_'s professional record including their national and international reputation and their record of professional leadership and expertise in professional training and development. In addition, if you are familiar with Dr./Mr./Ms. \_\_\_\_\_\_\_\_’s record of teaching, mentoring, innovation, 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 vita, teaching and/or research statement(s), summary course evaluations, sample syllabi, nd 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,