

IMPORTANT REMINDERS:

- Track statements were updated in Dec. 2024. Current Assistant and Associate Professors were given the option to choose which version of their track statement they would like to follow for their next single promotion and annual review (old or new). Make sure to tailor the letter to the correct version and to attach the correct version when sending the solicitation letter.
 - **NOTE:** Faculty hired after Dec. 2024 would be automatically defaulted to the updated version of their respective track statement.
 - Contact OFA at ms-ofa@umn.edu if you're unsure what track statement a specific faculty member selected to follow.

Promotion Associate Professor to Professor - Academic Track

Dear XXX:

The Department of XXX is considering Dr. XXX for possible promotion from his/her/their present rank of Associate Professor to Professor on the Academic Track with a focus on Research, Education or Clinical Scholarship (select one). The promotion policy requires that we consider advice from nationally and internationally known leaders in the field in forming our recommendation.

Due to your recognized expertise, we are requesting your assessment of Dr. XXX. In particular, we would like your opinion on the quality and significance of Dr. XXX's scholarly activity, national and international reputation, and record of teaching and mentoring. Please do not compare Dr. XXX to faculty at your institution, or to faculty in your field. Faculty members have different experiences, and comparing faculty without knowing of those experiences can lead to an unfair process. Please focus on the individual's accomplishments and contributions to the field as they relate to the attached Academic Track Statement (please use the criteria in the area of the candidate's focus). To assist you in this endeavor, we have enclosed Dr. XXX's curriculum vitae; selected publications; and candidate's narrative statement. We request that you describe your relationship with the candidate in your letter.

Your letter will become part of Dr. XXX's promotion file. Minnesota Government Data Practices Act allows an employee complete access to the contents of that file upon request. Consequently, your letter would be made available to Dr. XXX – if he/she/they were to ask to see it.

Promotion is an important responsibility in the academic community. Therefore, my colleagues and I hope that we can rely upon you for assistance as we consider Dr. XXX's candidacy for promotion. To meet the University's schedule, we appreciate receiving your letter by XXX.

Thank you in advance for your help in this most important task to our Department, the Medical School, and the University. If you require additional information, please contact XXX.

Sincerely,

Name
Title

Enclosures:

- Curriculum Vitae
- Selected publications
- Candidate's narrative statement
- Academic Track Statement