Dear Professor XXX:

Mr. Xxx, a lecturer in the Department of xxx at Queens College, is being considered for permanent employment. If successful, this means that he will receive what we call a Certificate of Continuous Employment (CCE). University policy provides that, while service to the institution and service to the public may be supplementary considerations, teaching and professional development are the primary criteria on which CCE decisions are based. Note that lecturers may have but are not required to have a research commitment (any scholarly or creative accomplishments are considered to contribute to professional development).

To aid us in our deliberations, the Department solicits letters from outside referees who are selected on the basis of their ability to provide a qualitative assessment of the candidate’s professional growth and standing in their field.  We would be very appreciative if you can aid us in this assessment process. We would need your evaluation letter by August 28, 202x.

Queens College is a comprehensive liberal arts college offering baccalaureate and Master's degrees. The teaching load for lecturers is generally twelve credit hours per semester.  You may wish to take these factors into account as you assess Mr. Xxx’s record.  However, our primary purpose in asking for your help is to evaluate the quality of the candidate’s teaching and professional development.

 For CCE, it is expected that the candidate will present evidence of effectiveness in teaching and continued professional development since his original appointment, and the establishment of a reputation for excellence in teaching and other activities in his discipline.

Mr. Xxx’s promotion dossier may be accessed below (visible after you have formally accepted the request to write the reference). There you will find for your review a curriculum vitae and copies of his main professional activities since his initial appointment at Queens College and work-in-progress. In your evaluation of work-in-progress, it would be helpful if you would comment on their potential for publication and impact. Once complete, please return your letter to me via the link below.

Please also include a statement as to whether you are personally acquainted with Mr. Xxxx, and if so, how and to what extent. The letter of evaluation you write is confidential and will not be shown to the candidate. It will be carefully considered by appropriate departmental and college committees.

On behalf of the President of Queens College, I want to thank you for undertaking this assessment of  Mr. Xxxx’s professional credentials.  You may be assured that your evaluation will be considered seriously as the College reviews the candidacy.

Sincerely,