[School Letterhead]

[Date]

[Internal Address]

Dear Professor X:

Dr. [INSERT FULL NAME], [INSERT TITLE], in the [INSERT UNIT] at the Georgia Institute of Technology, is a candidate for Promotion to [INSERT RECOMMENDED TITLE] during the 2015-16 academic year. This process requires comments on the quality and impact of the candidate’s professional contributions from expert educators and scholars external to Georgia Tech.

You have been suggested as a reference who is knowledgeable and capable of making an assessment of Dr. [INSERT LAST NAME]’s academic and administrative [OTHER ITEMS CAN BE ADDED HERE, I.E. PEDAGOGICAL, SCHOLARLY, CREATIVE, ETC] contributions and her stature in the profession. In addition to a collection of material representing her work and/or scholarship, I have included a copy of the candidate’s vitae and her statement of accomplishments, which our Faculty Handbook limits to five pages.

At Georgia Tech, the position category of Academic Professional requires an appropriate terminal degree and teaching and research responsibilities combined should make up less than half of the total assignment. There are four levels within the Academic Professional track ranging from Associate to Principal. Please see the attachment for more information about the general qualifications for each level.

We would greatly appreciate your help with this evaluation process. Please provide a candid assessment of the candidate’s productivity and the creativity of her work based on the intellectual products included in the package, along with any knowledge you might have of other contributions, including those in research, teaching, and/or service. Most critically, your assessment of the candidate’s impact is deeply valued. It would be helpful to us for you to assess her professional contributions in relationship to the attached qualifications, as well as compared to people with similar responsibilities in your organization.

It is the policy of the Georgia Institute of Technology to maintain the confidentiality of your evaluation to the greatest possible extent permitted by law. While the Georgia Open Records Act does apply, Dr. EFG has [has not] signed a statement that she will not request to see letters from outside referees or seek their identity. However, we ask that you indicate in your letter that you desire that it be treated as a confidential personnel document by including the following wording: *“By signing and submitting this reference letter, I expect that my identity will be kept confidential and that my letter will be treated as a confidential personnel document.”*

Your letter should be directed to me, and it will become part of the portfolio prepared for Dr. EFG. Please explicitly state your past/current relationship to the candidate in your letter.

We also request from you a brief (maximum 100 word) biosketch. Since your letter will be reviewed by others in the Institute who will not necessarily be familiar with you or your field, this information will provide perspective.

I will appreciate your sending the recommendation at your earliest convenience, but no later than [date]. Due to the time element involved, please email your letter to me at X@gatech.edu and follow up with a signed copy in the mail. Thank you for your cooperation.

Sincerely,

School Chair

Title

**ATTACHMENT**

**Qualifications for Appointment and Promotion of Academic Professionals**

* **Associate Academic Professiona**l. This is the entry-level rank and normally requires completion of the terminal degree.  In exceptional cases, this rank may be used for individuals completing a terminal degree and for a period of two (2) years.  If the degree is not conferred, another position appointment is required.
* **Academic Professional**.  This rank requires a terminal degree.  It also requires significant related experience or promotion from the rank of Associate Academic Professional.  Ordinarily at least three (3) years as an Associate Academic Professional is required before promotion to the rank of Academic Professional.  The quality of performance and potential for development must be recognized by peers. Credit for previous academic or professional experience should be explicitly stated at the time of employment.
* **Senior Academic Professional**.  This rank requires a terminal degree.  It also requires evidence of superior performance in the chosen field, recognition by peers (whether national, regional, or local), and successful and measurable related experience.  Promotion to Senior Academic Professional from the rank of Academic Professional requires at least five (5) years at that level. Credit for previous academic or professional experience should be explicitly stated at the time of employment.
* **Principal Academic Professional**. This rank requires a terminal degree.  It also requires evidence of superior performance in the chosen field, recognition by peers (whether national, regional, or local), and successful and measurable related experience, including but not limited to supervision of others’ work, significant responsibility and authority within program area, and demonstrated impact  in discipline and/or administrative function.  Promotion to Principal Academic Professional from the rank of Senior Academic Professional requires at least six (6) years at that level. Credit for previous academic or professional experience should be explicitly stated at the time of employment.

Minimum expectations in all Academic Professional ranks are listed below. The candidate does not need to demonstrate noteworthy achievement in all five (5) of the following areas, but must do so in number one (effective administration) and two of the others.

1. effectively carrying out assigned administrative duties within unit;
2. superior teaching, if applicable;
3. outstanding service to the Institute, and/or community
4. outstanding research, scholarship, creative activity, or academic achievement, as defined by role; and
5. professional growth and development.

As part of the promotion process, the supervisor should submit a written recommendation setting forth the reasons for promotion. The Academic Professional’s length of service with the Institute shall be taken into consideration in determining whether or not the individual should be promoted.

Promotion to the rank of Academic Professional or above additionally requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.