**Updated September 2023**

Dear Dr. XX:

Professor , an Assistant Professor in the Department of , Faculty/School of has applied for promotion to the rank of Associate Professor at Memorial University of Newfoundland. Your name has been suggested as an external referee to assist us in our deliberations. External referees make a vital contribution to the process, and I hope you will be able to assist us in this capacity.

Article 11 of the MUN-MUNFA Collective Agreement describes the promotion procedures and criteria. The complete current Agreement (2023 - 2026) can be found at this link: <https://www.mun.ca/facultyrelations/information-for-academic-employees/academic-staff-members-asms/collective-agreement-2023-2026/>. The Collective Agreement outlines that an external referee “shall not currently be collaborating with a candidate nor have collaborated in the past five (5) years.” If you have collaborated with the candidate within that time frame, we ask that you recuse yourself from acting as an external referee.

The specific criteria for promotion are outlined in Clause 11.14: “a cumulative record of academic performance as appropriate to the rank being sought, and demonstrated professional growth, acknowledging diverse career paths, traditions and values, ways of knowing, and forms of communicating knowledge. In addition, the Faculty Member’s teaching load in accordance with Clause 3.27(c), access to research facilities specified at the time of hire, and other available infrastructure shall be considered.” Consideration should also be given to disruptions documented by academic staff members’ files in their ability to conduct research due to the COVID-19 pandemic.

Considering the professional duties and responsibilities of Faculty Members as set out in Article 3, the areas of assessment for promotion shall be the following with the greatest weight placed on (a) and (b):

a) documented effectiveness and scholarly competence as a teacher;

1. a demonstrated record, since the date of appointment, of research, scholarship, and critical, creative, professional or developmental work; and
2. a demonstrated record of academic service.

To assist you in assessing Professor s application, the assessment file will be available electronically. Instructions on how to access the file will be provided to you. It would be greatly appreciated if you could submit your assessment to me by **Insert date**. Thank you again for taking the time to provide this important service to the academic community. If for any reason you are unable to serve as a referee, I would be grateful if you would let me know as soon as possible so that an alternative arrangement can be made.

When we receive your letter of assessment, it will be added, along with those of other referees, to the assessment file. This confidential file will be considered by the departmental promotion and tenure committee, by the department Head, and by my consultative committee on promotion and tenure, as well as by the Provost and the President, since each of us makes a recommendation regarding this application. Please note that the candidate has the right to examine confidential material solicited on their behalf with the identifying letterhead and signature block removed, and my office would ensure such removal.

Sincerely,