

## Sample Letter to Potential Reviewer

For use in soliciting letters of evaluation for academic appointment or promotion

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Under University of California policy, the identity of authors of letters of evaluation which are included in the personnel review files will be held in confidence. A candidate may, upon request and at certain prescribed stages of the academic personnel review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation.

The full text of the body of your letter will therefore be provided to the candidate if so requested. Thus if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate. If you wish, you may provide a brief factual statement regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will be subject to redaction and will not be made available to the candidate.

Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law.

## Sample Code to Reviewers' Names

**Roe, J.  
Statistics**

**Key**

### Chair's & Dean's appointment letters:

<b>Reviewer Code</b>	<b>Reviewer Name</b>	<b>Affiliation</b>
Reviewer A	Professor W. Rogers	University of Manchester
Reviewer B	Professor L. Johns	UCB
Reviewer C	Professor T. Smythe	UCB
Reviewer D	Professor S. Weber	Cambridge University
Reviewer E	Professor M. Tolerill	University of Michigan

### Search Committee Report:

<b>Reviewer Code</b>	<b>Reviewer Name</b>	<b>Affiliation</b>
Reviewer P	Professor J. Mills	UCB
Reviewer Q	Professor A. Kersey	UCB
Reviewer R	M. Thomas, Sr. Lecturer	Cambridge University