

V. APPENDIX B

GUIDELINES FOR SOLICITED EVALUATIVE LETTERS

(COPY TO BE PROVIDED BY THE COMMITTEE CHAIR TO ALL INDIVIDUALS FROM WHOM EVALUATIVE LETTERS ARE SOLICITED)

Solicited evaluative letters provide an essential component in the promotion process for Seattle University library faculty. This document sets out guidance for drafting your letter and the proper process to insure that your letter is included in the promotion process.

The promotion process for Seattle University library faculty is set out in the *CLEP Handbook*. Accordingly, please submit your letter directly to the CLEP Chair, not to the candidate. The Chair must receive your letter no later than October 1st. Questions about the process or the letter's content should be directed to the CLEP Chair.

In preparing your letter, please conform to the following:

- A. In drafting your letter you should consult (1) the candidate's current job description and (2) the *CLEP Standards for Promotion in Rank of Library Faculty*, specifically the rank for which the candidate has applied.
- B. The evaluative letter should provide an appraisal of the candidate's performance based on your own personal observation. Your comments should refer to specific contacts you have had with the candidate and should discuss the caliber of the candidate's performance on those occasions. Your evaluative letter should describe any specific instances of outstanding performance that you have personally observed.
- C. It is preferable that the letter reflect your own personal observations. Please avoid unverifiable observations from other individuals.
- D. We welcome your assessment of the candidate's overall qualification for the candidate's current position and his/her fitness for promotion in rank. However, please avoid testimonials about the candidate's character or performance.