Subject: Promotion and Tenure Letter for Jane Smith (UVa)

Dear Dr. McCoy,

I’m writing on behalf of Dr. Jill Jones, Crusher Professor and Chair of Xenobiology at the University of Virginia (UVa), to let you know that you’ve been identified as a potential referee to review the promotion and tenure materials for Dr. Jane Smith. In mid-June, you will receive a formal request and detailed instructions (over email) from Dean David Wilkes’s office in the School of Medicine at UVa; the referee letters are usually due back in August. If you will be away on sabbatical or otherwise unable to respond to the Dean’s request this summer, I would appreciate it if you’ll let me know so Dr. Jones has time to identify another referee to serve in your place.

Many thanks in advance for your time and attention to Dr. Smith’s materials. We’re very grateful for your help in this important process!

Sincerely,

Subject: Promotion and Tenure Letter for CANDIDATE (UVa)

Dear Dr. REFEREE,

I’m writing on behalf of Dr. CHAIR, CHAIR’S TITLE at the University of Virginia (UVa), to let you know that you’ve been identified as a potential referee to review the promotion and tenure materials for Dr. CANDIDATE. In mid-June, you will receive a formal request and detailed instructions (over email) from Dean David Wilkes’s office in the School of Medicine at UVa; the referee letters are usually due back in August. If you will be away on sabbatical or otherwise unable to respond to the Dean’s request this summer, I would appreciate it if you’ll let me know so Dr. CHAIR has time to identify another referee to serve in your place.

Many thanks in advance for your time and attention to Dr. CANDIDATE’S materials. We’re very grateful for your help in this important process!

Sincerely,