**Sample Letter: Promotion to Full Librarian**

***[Date]***

***[Librarian S]***

***[Head, Department X]***

***[Library X]***

***[Address]***

Dear ***[Librarian S]***:

This year, ***[Librarian X]*** is being considered for promotion to the rank of full Librarian at the University of California, Berkeley. Full Librarian is the senior rank in the Librarian series, and is awarded to those who have realized their potential "through demonstrated superior professional ability and attainment." In order to develop as complete an assessment file as possible, I invite you to comment on ***[Librarian X]'s*** professional performance as you are familiar with it.

In judging suitability for promotion within the Librarian Series at the University of California, the review committees and the Library Administration consider professional competence and quality of service within the Library, professional activity outside the Library, service to the University and community, and research and other creative activities. Professional service and achievement may be judged on the local, statewide, national or international recognition it is accorded on the degree and significance of influence and impact it has had on the University or the Profession, and on the degree of eminence in creativity, originality, insight, comprehensiveness, and scholarly or professional quality displayed in its execution.

I would appreciate your sending me your objective appraisal of ***[Librarian X]'s*** activities, accomplishments, and contributions as you know them. Of special interest and assistance to those involved in the review process are particular details which illustrate the contributions ***[Librarian X]*** has made to the Library, the University, or the field of librarianship.

I would particularly appreciate your assessment of the following:

* The quality of ***[Librarian X]'s*** public presentations describing the ***[X Research Project]*;**
* ***[Librarian X]'s*** ability to develop effective collaborative relationships with other librarians and institutions;
* The potential national and international impact of the work ***[Librarian X]*** has done to develop prototype standards;
* The quality of ***[Librarian X]'s*** work to put data into a prototype system
* Of course, your comments on any other aspect of ***[Librarian X]'s*** professional contributions are also welcome.

Under University of California policy, the identity of authors of letters of evaluation which are included in the official personnel review files will be held in confidence. A candidate may, upon request and at certain prescribed states of the academic personnel review process, be provided access to such letters in redacted form. Redaction is defined by the University of California 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.

I look forward to hearing from you and want to thank you in advance for your help. Your response by ***[Date]*** will assist in the overall assessment and will be greatly appreciated. Please mark your return envelope "Confidential".

Once again, thank you for your help.

Sincerely,