***To be sent by the Search Committee Chair to Referees, Requesting Evaluation of Candidate***

<Date>

***CONFIDENTIAL***

<referee>

<referee mailing address>

<referee mailing address>

<referee mailing address>

Dear <referee>,

RE: Appointment of <name of candidate> as < Faculty rank> of <Department name> <with tenure/tenure stream/non-tenure stream>

The Faculty Search Committee for the department of <department> in the Graduate School of Public Health (GSPH) at the University of Pittsburgh is presently evaluating the qualifications of <name> for appointment to the above-referenced position. The Committee values your assessment as to whether or not the candidate is qualified for this academic rank and tenure status on the basis of their scholarly accomplishments and professional reputation. If you know the candidate, it will be helpful if you can begin by providing a brief summary describing the nature of your associations with the candidate (for example, former graduate student, service on advisory committees, etc.). Copies of <candidate’s> narrative statement, curriculum vitae and representative publications are enclosed.

In evaluating <candidate’s> qualifications, we are interested in their effectiveness as a teacher and mentor of graduate students, accomplishments as a scholar, their reputation among leaders in their field, and professional service activities. It is especially helpful if you can comment on their productivity and innovation as a researcher, potential for making future contributions to their specialty field and to public health more generally.

We appreciate receiving your candid opinions on as many of the considerations above on which you feel informed and competent to provide specific comments. It is important that assessment of scholarship and research be linked to specific publications or projects rather than general observations. A comparison of <candidate’s> contributions to those of others in the same field at a comparable stage of development will be informative for the Committee. In addition, please specify any benchmarks that have been used for your comparison. In accordance with University policy, your letter will be treated as confidential and is intended to be seen only by those directly participating in the decision-making process.

We request that you respond by <date> in order that the Committee may complete its deliberations in a timely manner.

I want to express to you in advance our appreciation for your time and assistance in this important endeavor. Please do not hesitate to contact me directly by e-mail (E-mail: list contact info here) if you have any questions about this matter.

Sincerely,

<name of chair>

Chair, Search Committee