Letters of evaluation

1. Those from whom letters of evaluation are solicited must be notified of the possibility that a copy of the letter will be sent to the faculty member unless s/he waives their right. If a faculty member has waived his/her right to see the letters of evaluation, the letters will be considered confidential.

2. Ask for copies of the evaluator’s vitae or biosketch. A brief, objective narrative summary indicating the credentials/qualifications of each evaluator.

3. 8 total letters. Of these at least 3 letters from outside the university are required (5 are preferred), i.e., not employed either currently or in the past ten years by UF.

4. Higher rank than the nominee. Letters from faculty who are at the top of the candidate’s field and at the very best institutions are particularly valued.

5. Some of the letters should be from prestigious AAU institutions.

6. Letters should offer evidence of contributions and not simply letters of support.

7. All solicited letters of evaluation received will be included in the packet.

8. Letters should not be solicited from those who have taught the candidate, served on their graduate committees, have a personal relationship with the candidate, or fellow graduate students, mentors, co-authors, etc.

9. Letters from industry, allied agencies and other clientele may be important to the evaluation of faculty competencies and leadership.

10. Indicate which evaluators came from the candidate’s list and which from the DED’s list.