DEPARTMENT/COLLEGE LETTERHEAD

Date:

Name

Campus Address

Dear \_\_\_\_\_\_\_\_:

I am a candidate for Employment Security Status in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at Wayne State University. I have enclosed a copy of my current Professional Record and a Personal Statement. I would like to request that you consider providing me with an evaluation of my work.

Please indicate how you believe I would compare with others in similar roles; especially those who have been active for approximately the same period. Finally, I would ask that you indicate whether my record signals a high probability of continued high-quality contributions.

It is important that I receive your response by **BOLD DATE**. These statements are helpful to the Dean and the College Academic Staff Promotion and Employment Security Status Committee.

Thank you, in advance, for this most important evaluation. Please use your unit’s letterhead for the evaluation which can be emailed directly to me.

Thank you for your willingness to provide a review.

Sincerely,

Academic Staff Member’s Name

Title

Department