# APPENDIX IV-A: ASSESSMENT LETTER FOR PROMOTION TEMPLATES

*Attached to the request letter will be the following documents:*

1. *CV;*
2. *Research Statement; and*
3. *Sample publications.*

Dear XXXX,

I write to request a confidential letter of reference for Dr. XXX, who is being considered for promotion to Associate Professor of XXXX.

KAUST expects Associate Professors to have demonstrated significant achievements and have the potential to produce international impact, leadership and reputation. Our appointments come with a significant level of guaranteed research support and access to world-class facilities. Thus, our expectations align with those of highly selective graduate research universities in the U.S. and Europe.

In making your evaluation, which should focus on both past achievements and future potential, it would be helpful if you could:

1. Evaluate the quality and significance of the papers provided with this letter, including their importance both within the general discipline and to the broader scientific community;
2. Compare the candidate’s research accomplishments to the leading researchers of his/her generation;
3. Finally, KAUST asks not for a recommendation for or against promotion, but rather for your assessment of Professor ’s scholarly and professional work in relation to the criterion of excellence. Specific appraisal of significant accomplishments, in addition to a judgment of the quality of the body of work in relation to the discipline’s norms, would greatly assist the committee.

For your convenience, I attach a copy of Dr. XXXX Curriculum Vitae, his/her research statement and a set of sample publications.

KAUST holds external letters in strict confidence, with the understanding that they will be made available to members of the KAUST Promotions and Appointments Committee and voting Faculty within the candidate’s Division. The letters will be retained in the Dean’s office, and the candidates will not have access to them.

We would greatly appreciate receiving your evaluation if at all possible by XXXX. Knowing of the effort expended to write such letters, my colleagues and I are very grateful for your efforts in this matter.

Dean

Division

KAUST

# APPENDIX IV-B: REQUEST FOR REFERENCE LETTER

*Attached to the request letter will be the following documents:*

1. *CV;*
2. *Research Statement; and*
3. *Sample publications.*

Dear XXXX:

I write to request a confidential letter of reference for Dr. XXX, who is being considered for promotion to the rank of Professor of XXXX.

KAUST expects Professors to have demonstrated breakthrough achievements and have established an international reputation for impact and leadership. Our appointments come with a significant level of guaranteed research support and access to world-class facilities. Thus, our expectations align with those of highly selective graduate research universities in the U.S. and Europe.

In making your evaluation, which should focus on both past achievements and future potential, it would be helpful if you could:

1. Evaluate the quality and significance of the papers provided with this letter, including their importance both within the general discipline and to the broader scientific community;
2. Compare the candidate’s research accomplishments to the leading researchers of his/her generation;
3. Finally, KAUST asks not for a recommendation for or against promotion, but rather for your assessment of Professor ’s scholarly and professional work in relation to the criterion of excellence. Specific appraisal of significant accomplishments, in addition to a judgment of the quality of the body of work in relation to the discipline’s norms, would greatly assist the committee.

For your convenience, I attach a copy of Dr. XXXX Curriculum Vitae, his/her research statement and a set of sample publications.

KAUST holds external letters in strict confidence, with the understanding that they will be made available to members of the KAUST Promotions and Appointments Committee and voting Faculty within the candidate’s Division. The letters will be retained in the Dean’s office, and the candidates will not have access to them.

We would greatly appreciate receiving your evaluation if at all possible by XXXX. Knowing of the effort expended to write such letters, my colleagues and I are very grateful for your efforts in this matter.

Dean

Division

KAUST