

**SAMPLE LETTER:
RESEARCH COLLABORATOR**

No university rule or policy requires that a dossier contain letters from research collaborators attesting to the nature of a candidate's contribution to jointly authored work. If a TIU wishes to obtain such letters, however, a request of the type below must be used to solicit them.

Dr. Doe is being considered for promotion to the rank of associate professor with tenure (professor). You have collaborated with Dr. Doe on the following papers:

List papers

Would you please comment on the specific contributions you and Dr. Doe made to the research reported in these papers as well as the writing of the papers themselves?

Please note that we are not asking you to evaluate this or any other research conducted by Dr. Doe or to comment on whether Dr. Doe should or should not be promoted. We are seeking broader evaluations of Dr. Doe's work from individuals who have not been collaborators.