For Candidates Covered by the Policy and Procedures on Academic Appointments 2015

Text of letter/email to collaborators requesting confirmation of candidate’s contribution

Dear [NAME],

Professor [NAME] is currently being considered for tenure at the University of Toronto. In connection with the tenure review, we are required to determine [HER/HIS] contributions to collaborative publications and projects. Professor [NAME] has prepared the attached statement regarding the articles(s) for which you are the senior author. I would very much appreciate if you could simply confirm or amend these statements as necessary.

These statements and your confirmation/amendments are required by University policy and will form part of the dossier upon which a recommendation will be made to grant or deny Professor [NAME] tenure. These materials will be held in strict confidence.

I would appreciate if you could send your confirmation/amendments to me by [DATE] by fax [NUMBER] or by email [EMAIL].

Thank you in advance for your contribution to this important process.

Sincerely,

[NAME]