Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I'm writing to request your assistance in the nomination of Dr. \_\_\_\_\_\_\_\_\_ for promotion to the rank of Distinguished Professor at the University of New Mexico.  (NAME) is presently a (RANK) of (DEPARTMENT) at UNM and (any special service assignment).  The Dean of the College of Arts and Sciences has asked that I complete (NAME’s) nomination by seeking peer-reviews of his/her scholarly record.  This is where I am hoping that you can contribute your expertise to this process.

To complete the nomination, we are soliciting evaluations of (NAME’s) record from scholars who have the experience and perspective to place his/her accomplishments in context, and to recommend to the Provost whether (NAME) should be appointed to the highest rank a faculty member can hold at UNM.  I've contacted you because your own record demonstrates the appropriate level of accomplishment to properly evaluate (his/her) contributions.  I hope that you will be willing to help with this nomination.

If you accept, I ask that you send your signed letter to me as a PDF file no later than (DATE). I've attached a copy of (NAME’s) most recent CV and have provided links to several resources that may be helpful to you.  Finally, I've included the relevant language from the UNM Faculty Handbook and the Call for Nominations, regarding the expectations for promotion to Distinguished Professor.

Thank you for considering my request.  Please let me know at your earliest convenience whether you will be able to serve in this capacity.

Best regards,