

**SAMPLE**  
**UNSOLICITED**

**DATE**

**FNAME LNAME, DEGREE  
ADDRESS**

Dear **TITLE LNAME**:

We are most grateful for your letter regarding **CANDIDATE**. The University relies to a considerable extent on judgments such as yours to determine the quality of its faculty.

Under University of California policy, the identity of authors of letters of evaluation that are included in the personnel review files will be held in confidence. A candidate may, upon request and at certain prescribed stages of the academic personnel review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation.

The full text of the body of your letter will therefore be provided to the candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate. If you wish, you may provide a brief factual statement regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will be subject to redaction and will not be made available to the candidate.

Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under law.

Please let us know, given this university policy, whether your letter of evaluation should be included in the personnel file or returned. If no response is received by **DEADLINE**, it will be assumed that you agree to the inclusion of your evaluation in the personnel file.