

Dear Referee

You will be aware that the person who has handed you this letter has named you as a referee in support of their application for promotion. I would be grateful if you would forward to me a statement of your assessment of the applicant’s suitability for promotion, paying particular attention to the applicant’s research profile, teaching, and service to the discipline and University. Teaching referees should specifically focus their comments on the strengths and weaknesses of the applicant’s teaching.

Please mark your statement ‘In Confidence’ and e-mail it to:


sue.verdich@mq.edu.au or alternatively send it to confidential fax (61 2) 9850 9748 addressed to Ms Sue Verdich, Secretary, Promotions Committee, Human Resources, Macquarie University, NSW 2109, Australia.

Would you please forward your statement preferably by the closing date of **2 May 2008**, but no later than 2 June 2008, if possible.

The applicant should have enclosed, for your information, copies of the Promotion Procedures, the relevant Discipline Profile and their own application.

I will not be acknowledging receipt of reports unless specifically requested. I would therefore like to thank you in advance for your assistance.

Yours sincerely
Secretary, Promotions Committee
Human Resources
Macquarie University

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Source: Human Resources Form 22.02B	Created: 22 January 2007 Modified: 5 February 2007