CONFIDENTIAL

[Date Month Year]

[Referee title and name]
[Address]

Dear [Name]

I am writing to ask that you provide comment to the University of Adelaide on my application for promotion to Level [X].

In considering applications for promotion it is University policy to consult with referees, and I have chosen you as my referee to provide advice to the University.

I would appreciate it if you would provide a fair and accurate assessment of my work in respect of research, teaching, professional activity and standing in the discipline, with reference to my curriculum vitae and the commentary I have prepared on my achievements (enclosed).

The criteria for all academic position classifications may be found in Schedule 6 of the University’s Enterprise Agreement at University of Adelaide Enterprise Agreement 2014-2017. I have attached Schedule 6 and the Academic Promotion Procedures for your convenience.

The University treats all reports with the utmost confidentiality. Once submitted, copies are only given to members of the promotions committee, and all papers associated with the committee are collected and destroyed when the committee’s business is completed. One copy is kept on my file, retained in the Human Resources Branch.

The Promotions Committee intends to give the application initial consideration in [August 20XX] and to enable me to finalise the submission of my application in time for the closing date I would be grateful if you would return your report to me by xx xxxxx 20XX [insert a date that allows sufficient time for applicant to submit completed application by the closing date.] Please provide your response by email to [insert applicant’s email address]

Please accept my thanks in advance for your assistance in this matter.

Yours sincerely

APPLICANT NAME, TITLE

Attachments:  Applicant’s promotion application
Referee Report Template
Academic Promotions Procedures
Schedule 6 (Classification Standards) from the University of Adelaide Enterprise Agreement
# REFEREE REPORT TEMPLATE AND LETTER

## APPLICANT DETAILS

<table>
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<tr>
<th>Name of Applicant</th>
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## YOUR DETAILS

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<th>Title and Full Name</th>
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<td>School/Department:</td>
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<td>Name of Institution:</td>
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## The Promotion Committee should note (mark where relevant)

- [ ] I supervised the applicant as a Masters or PhD student or was supervised by the applicant.
- [ ] I have published with the applicant or have been the joint recipient of a grant or contract.
- [ ] I am or have been managed by the applicant or have managed the applicant.
- [ ] I am or have been employed at the University of Adelaide.
- [ ] I have or have previously had a close personal relationship with the applicant.

You are welcome to comment on any of the above or to note any other matters you wish to declare to the Promotion Committee:

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Please ensure your referee report accompanies this cover sheet.

**Level to which academic promotion is being sought:**

Please indicate where the applicant is placed in your view, compared to other candidates you have reviewed or seen promoted to an equivalent level.

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<th>Top 10%</th>
<th>Top 25%</th>
<th>Top 50%</th>
<th>Lowest 50%</th>
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**REFeree Report Template and Letter**

**Suitability for Promotion – Academic Performance and Achievement**

Describe any distinctive achievement(s) made by the applicant.

Comment on the importance and impact of the applicant’s achievements and/or contribution to their field.

What evidence is there that this applicant is a leading authority of national and/or international standing in their field?

Providing specific examples, comment on the applicant’s suitability for promotion (addressing the criteria for the relevant promotion level provided in Schedule 6 of the *University of Adelaide Enterprise Agreement (as amended)*).

**Summary**

In your opinion, should the applicant be considered for promotion to the requested level?

Yes ☐ No ☐

Signed: ................................................................. Date: .................................