**CONFIDENTIAL**

[Date]

[Referee title and name]

[Address]

[Address]

Dear [Name]

I am writing to ask that you provide comment to Alphacrucis College on [Applicant Name]’s application for academic promotion to Level [X].

In considering applications for promotion, it is AC policy to consult with referees, and [Applicant Name] has nominated you as a referee to provide advice to AC. I hope that you are able and willing to participate in this important process.

I would appreciate it if you would provide a fair and accurate assessment of [Applicant Name]’s work in respect of research, teaching, professional activity and standing in the discipline, with reference to their curriculum vitae and the commentary they have prepared on their achievements (attached).

The criteria for academic promotion and all academic position classifications may be found in the AC Academic Promotions Policy at <https://www.ac.edu.au/ppm/academic-promotions-policy/>.

AC 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. Please do not share your report directly with the applicant.

The Promotions Committee intends to give the application initial consideration in {**Month Year**} and to enable us to finalise the submission in time for the closing date I would be grateful if you would return your report to me by {**Date**}. [**insert a date that allows sufficient time for applicant to submit completed application by the closing date**.]

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

Yours sincerely

Rev. Professor Philip Hughes

Chair, AC Academic Promotions Committee

Attachments: Applicants’ promotion application

 Referee Report Template

 Academic Promotions Policy