

October 10th, 2012

Dear Humboldt State Philosophy Grads and Current Students,

Benjamin Shaeffer is being considered for promotion. The department would welcome letters from past and current students to be included in his file. The letters must be dated and signed, and should be addressed to the Philosophy Department Personnel Committee, and sent to Alicia Persson, Administrative Support Coordinator, Philosophy, HSU, Arcata CA 95521. They should be clearly labeled at the top as written regarding Benjamin Shaeffer's promotion. E-mails are not usable, but faxed letters are provided they are signed; fax them to (707) 826-4122. Signed and dated letters can also be scanned and sent (check these for legibility first) as attached .pdf files to Alicia Persson at alicia.persson@humboldt.edu

If you know of other students who might wish to write a letter, please forward this to them and cc: me at jwp2@humboldt.edu.

Benjamin has put together a website with materials to help in evaluating his work, including links to a summary of his academic c.v., notes about scholarly activities with links to papers, sets of student course evaluations, the criteria to be used, and so on. Teaching quality is the most important consideration in justifying whether to award this promotion, and letters which address teaching are most important. Letters will be most useful to the evaluators which are specific, clear, and give detailed examples. They should, of course, be carefully proofread.

The website address with links to materials for review is
<http://users.humboldt.edu/hbshaeffer>

If you want more information about the process, the various levels of review, or anything else, you may call or e-mail me. I am the chair of the department's personnel committee for his file.

The receipt deadline for materials to go into the file is the 25th of October. If you want to write a letter, please do it now.

John W. Powell

p.s.

The department is collecting information regarding our graduates as part of evaluating our program. If you don't write a letter for Prof. Shaeffer, we would still like to hear from you, and for those purposes, e-mail is fine. Tell us where you are, what you are doing, what your plans are, whether we helped or harmed you. jwp