**SMG REFERENCE SOLICITATION LETTER**

**5-YEAR SENIOR LEADERSHIP DEVELOPMENT ASSESSMENT (SLDA)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Pursuant to [Regents Policy 7702 ‒ Performance Management Review Process](http://policy.ucop.edu/manuals/smg-hr-policies.html), a senior leadership development assessment of all Senior Management Group (SMG) members, is required every five years. I am writing to review the accomplishments of ***SMG name***, who has served as *position* since *year*.

I would appreciate your thoughts and comments about *SMG member*’s leadership and management of *their unit,* via [this confidential online form](https://ucriverside.az1.qualtrics.com/jfe/form/SV_cSx3NaPRDFFnpMa)*.* Your comments about their performance will form an important part of the assessment. Your response will be shared with the confidential review committee, and be held in strict confidence, in conformity with the Statement Concerning Confidentiality ([included here below](#confidentiality)).

The form will prompt you to address the following areas in your comments:

1. What strengths and areas for development have you observed over the last five years? Please comment on their leadership, vision, and skills.
2. What suggestions do you have for improvement, and what advice would you give for addressing the challenges facing the unit?
3. What are your views on new directions the *unit* should take in the next five years? How do you think *SMG name* might most effectively lead the unit in these new directions?

For further information on the criteria for evaluation for this review, I encourage you to review the brief content [available here](https://documents.ucr.edu/HR-Compensation/comp-5year-senior-leadership-development-assessment-smg-administrative-guidelines.docx). This is also an important time to remind the campus community of the regular avenues to report concerns or to provide feedback, including the annual review process at <https://help.ucr.edu/>.

If you have any questions about this request, please contact *Coordinator*. I hope to receive your response by *date*. Thank you in advance for your response. We look forward to hearing from you.

Sincerely,

Enclosure

**UNIVERSITY OF CALIFORNIA STATEMENT CONCERNING**

**[CONFIDENTIALITY OF EVALUATIVE RESPONSES](#confidentiality)**

Contributors are highly encouraged to provide their name and institutional affiliation with the feedback to provide context, and the University of California will keep your name and institutional affiliation confidential to the fullest extent allowable under applicable law. When an administrator requests to see responses in their file, pursuant to state law and University policy, the full text of the body of your submission will be provided to the administrator. However, your name and institutional affiliation will be removed. In order to keep your identity confidential, you may want to avoid putting information in the body of your responses that would identify you. If you wish, you may provide a brief factual statement regarding your relationship to the administrator as a separate attachment to your response which we will not disclose to them.

In instances where a court or government agency seeks to compel the disclosure of the source of a confidential evaluation in University of California personnel files, it is the University’s practice to protect the identity of authors of letters of evaluation and evaluative responses to the fullest extent allowable under applicable law.

If you choose to remain anonymous when providing feedback, it may not be possible to follow up or take action on specific concerns. Anonymous responses will be shared with the supervisor, but not the review committee.