External Review Letter Template

Dear [*Name*]:

Thank you for agreeing to provide an evaluation to assist in our review of [*candidate’s name*] for [*tenure and promotion to Associate Professor, or other action being contemplated*]. University regulations require that every candidate for tenure or promotion be externally reviewed regardless of the Department’s assessment of the merits of the case and that all cases, whether or not supported at the department level, be sent forward for review by the College and University. I have enclosed a copy of the Department of XXX’s Tenure and Promotion Guidelines and ask that you provide your evaluation in relation to the expectations described in that document. You may also consult the College and University promotion and tenure documents at the following locations:

 *[Insert URLs here]*

We would appreciate your candid assessment of the candidate’s qualifications and any other information you can provide that will help us in making a wise decision. We are especially interested in your assessment of the quality and significance of the candidate’s professional publications [*and/or creative work*] and his/her national reputation and relative standing in the field. I enclose a copy of [*candidate’s*] vita, a description of his/her program of research/creative activity, and a representative sample of his/her work. As part of your letter, please indicate how long you have known the candidate and in what capacity. I will be glad to provide you with additional material on request.

*Please note that State law and University regulations require that candidates be given the opportunity to review all the materials in their dossier, including unredacted outside letters of evaluation, before it is sent forward from the department.*

I need to receive your review no later than [*date*]. If you anticipate any problems in meeting this deadline, please let me know as soon as possible. Thank you again for your assistance with this important task.

Sincerely,