

Sample Letter sent to external reviewers

Date

Address

Dear Dr.:

The College of (\_\_\_\_) at The University of Texas at Tyler is currently considering Dr. \_\_\_\_\_ for promotion to full professor. Faculty members are promoted on the basis of research, scholarly, and creative contributions; teaching ability; and service. Recognition of the quality of their work by their peers is a significant factor in the review process.

Because decisions regarding promotion and tenure include considerations beyond documented scholarly work, we do not ask for your judgment as to whether or not Dr. \_\_\_\_\_ should be promoted or not. Rather, we seek your professional judgment on the quality, originality, and impact of Dr. \_\_\_\_\_'s scholarly work. Based on the enclosed materials and any other knowledge you have of Dr. \_\_\_\_\_'s work or professional accomplishments, we would appreciate your response to the following questions:

What are your impressions about the quality, focus, and scholarly impact of the candidate's work and his ability to select important problems?

How would you estimate the candidate's standing in relation to others in his peer group who are working in the same field?

In your view, what promise does the candidate hold for future professional growth?

Add any other comments you believe to be relevant. Your review need not be more than a page and a half. I would appreciate it if you would provide your evaluation by October 10 or sooner if possible. You may send the review to me at the address above, or you may e-mail me your review: .

Your letter of evaluation will be maintained in a confidential file used in the review by faculty committees and academic administrators. However, under Texas law, such letters become part of the personnel file for the individual being reviewed and, accordingly, may be examined by the individual.

If there is additional information you need, please call me at 903-

Sincerely,

