

Common Template Letter for Seeking External Reviews

Date

Dr. ZZZZ
Department of XXXX
University of AAAA
Address

Dear Dr. ZZZZ:

Professor YYYYY is currently an (Assistant or Associate) Professor at the University of Rhode Island and is being considered for promotion to the rank of (Associate or Full) Professor in the Department of XXXX. In evaluating candidates for promotion to (Associate or Full) Professor, the department considers the judgments of recognized scholars and leaders in the candidate's field. I would appreciate your assistance in providing us with an evaluation of Dr. YYYYY's scholarly or creative work, such as its quality, impact, and unique contribution to the field. The University of Rhode Island depends upon candid evaluations from scholars and leaders like you to assure that our promotion decisions are made fairly on the merits of the candidates.

The department is interested particularly in your evaluation of the candidate's performance with respect to scholarly or creative work. Please feel free to make comments on the other criteria (e.g., teaching and service) if you are familiar with the candidate's performance in those areas and feel that your observations would enable a more comprehensive evaluation of the candidate's contribution to the department. To assist you in your review, Professor YYYYY's vita, candidate profile and research materials are attached.

I would appreciate any information you could provide us about Professor YYYYY's accomplishments and contributions to the field. In framing your comments regarding the candidate's contributions, please address the following areas:

1. Please describe your professional relationship, if any, with the candidate, including any prior mentor or advisor relationship.
2. Is the focus of the candidate's scholarship or creative activity important to the candidate's field? Is their work of high quality? Have they made an impact in their field? Have they made a unique contribution to their field?
3. In your estimation, to what degree has the candidate established themselves as an important contributor in their field with the potential to continue to develop as a scholar or creative artist?

I sincerely hope you will be able to assist us in our review of Professor YYYYY's promotion candidacy. **In your evaluation, please do not indicate whether the candidate would be promoted at your institution nor recommend to us any specific action on our part with regard to the candidate.**

In order to expedite our deliberations, I respectfully request your evaluation by DATE. Of course, I would appreciate receiving your evaluation before this date if possible. If you are unable to provide an evaluation of Professor YYYYY within this time frame or for some other reason, please contact me as soon as possible. Thank you very much for your valuable assistance in assessing Professor YYYYY's work.

Sincerely,