**MODEL LETTER SOLICITING EXTERNAL REVIEWS**

DATE

NAME

ADDRESS

CITY STATE

Dear NAME:

I want to thank you for agreeing to assist us by providing an assessment of the work of {NAME OF FACULTY}, a candidate for {TENURE AND/OR PROMOTION TO ASSOCIATE OR FULL PROFESSOR OR ASSOCIATE OR FULL RESEARCH PROFESSOR OR ASSOCIATE OR FULL PROFESSOR OF PRACTICE}.

Enclosed you will find a copy of {NAME OF FACULTY}’s current vita and a statement that this faculty member wrote identifying their most significant work and indicating why they think it is significant and what its impact is or will be. I have also enclosed a copy of the waiver form signed by {NAME OF FACULTY}, indicating whether they have waived their rights to read the external reviews in their file, to write comments on the external reviews to be included in the file, and to know the identity of those who submit reviews. We will keep the described material and/or information confidential to the extent permitted by law if {NAME OF FACULTY} has signed the relevant waiver.

We seek an objective assessment of the quality and significance of {NAME OF FACULTY}’s work, especially the work discussed in their statement. In your professional judgment, what is the nature and extent of {NAME OF FACULTY}’s contributions? Based on your assessment, how do you rate their potential for sustaining and exceeding what they have done thus far? Your letter will become part of {NAME OF FACULTY}’s file as a candidate for

{PROMOTION AND/OR TENURE}. This file is evaluated by the appropriate faculty in our department and college, the Dean, the {EXECUTIVE VICE CHANCELLOR AND CHIEF ACADEMIC OFFICER, OR VICE CHANCELLOR OF THE INSTITUTE FOR AGRICULTURE AND NATURAL RESOURCES}, the Chancellor, the President’s office, and the Board of Regents.

Enclosed for your review are {department to indicate materials being sent – for example, copies of published research and grant proposals, teaching or outreach portfolio, etc.) related to the work {NAME OF FACULTY} discusses in their statement.

Please begin your review by identifying your current rank and institutional affiliation and the relationship, if any, that you have with {NAME OF FACULTY}. Again, your name will be kept confidential to the extent permitted by law if {NAME OF FACULTY} has signed the relevant waiver.

I know that writing reviews is time-consuming and I thank you for your help. If at all possible, we would like to receive your assessment of {NAME OF FACULTY}’s work by {AN APPROPRIATE DATE GIVEN THE PROMOTION AND TENURE SCHEDULE}. You may send the review to me by letter to the above address, by FAX to {FAX NUMBER}, or by e-mail to me at {E-MAIL ADDRESS}.

Again, thank you for your assistance.

Sincerely,

{NAME}

Professor and Chair