*Note: This is an example of a template for soliciting external reviews for to the rank of full professor. Those requesting letters may adjust the language to fit the standards and customs of the discipline, department, or college as appropriate. Also, it is the custom in some units to first send a preliminary, very short email to potential reviewers asking for their help and then to follow up with a letter containing more details. The example below assumes that just one letter is sent that serves both of these purposes, and should be adjusted as appropriate if two separate communications are used.*

Dear Professor (external reviewer last name):

Professor (candidate full name), associate professor in the Department of (department) at the University of Nebraska - Lincoln, is being reviewed for promotion to the rank of professor. As part of this review, we require letters of evaluation from highly-qualified scholars outside of our university. I would be grateful if you could let me know whether you are able provide such a letter.

Our promotion and tenure guidelines provide the following criteria for promotion to the rank of professor: “The rank of professor is the highest academic rank in the University. The rank of professor is reserved for those faculty members whose achievements are sufficient to merit recognition as distinguished authorities in their field and who hold the professional respect of their colleagues… To attain the rank of professor, most phases of the candidate's work must be judged excellent, evidencing a level of sustained creativity in the salient areas of the candidate's work. Such creativity is of the sort that would merit national recognition in appropriate arenas. That does not mean that the subject of the work must be of national character or scope. The subject may well be regional or local, but the quality of the work should be sufficient to merit significant recognition.” Our guidelines also specify, “Peers and administrators evaluating a candidate for professor should review documentation of the entire academic career to date… The record of a successful candidate for professor must show evidence of sustained excellence over an extended period of time.” The candidate’s appointment at UNL includes the following apportionment of duties: XX% research, XX% teaching, XX% service, XX% extension, and XX% administration (include only categories with nonzero apportionment). As an R1 research institution, the achieved quality and trajectory of our faculty research is very important, and we are looking for your expert evaluation of the candidate’s scholarly accomplishments and potential for continued scholarly growth and achievement.

A copy of the candidate’s CV is attached along with a “candidate statement” in which the candidate describes the impact and significance of their contributions. You may find some selections of their recent work here: (include link to files, through SharePoint for example). If you wish to have electronic copies of any of their other materials, please let me know and I will send them to you. I can also send you hard copies if that is what you prefer.

Also attached is a scan of the waiver that the candidate has signed in connection with this matter. We shall consider your reply to be confidential to the extent permitted by law and this waiver. Your letter will become part of the official promotion file, which is evaluated by our departmental faculty, the College Dean and Executive Committee, the Executive Vice Chancellor, and the Chancellor.

OPTIONAL PARAGRAPH -- INCLUDE ONLY AFTER CONSULTATION WITH THE CANDIDATE: Finally, I have also included the candidate’s COVID Impact Statement describing the ways in which the pandemic impacted their program as well as an Institutional Pandemic Fact Sheet that documents the ways in which the pandemic impacted our university and our community.

If you are willing to provide an evaluation, we would appreciate your independent evaluation of:

* the quality, significance, and impact of the candidate’s research and creative activity to date, with an emphasis on work since their promotion to associate professor;
* the candidate’s trajectory and prospects for continued scholarly growth and achievement;
* the candidate’s national or international reputation, if appropriate to the subject of their work; and
* other factors you think may be of importance to us in evaluating the candidate’s capabilities, accomplishments, and reputation.

Please begin your review by indicating your current position and institutional affiliation and also indicate any relationship, if any, that you may have with the candidate.

We know that such requests are time-consuming and thank you for your help. We would appreciate receiving your remarks by DATE. You may email your review to (email address of person writing this letter, or of their assistant) or you may fax it to me at 402-472-XXXX. Your assessment should be addressed to (department chair or P&T committee chair).

Could you let me know as soon as possible, and in any case within the next week, whether you will be able to provide this assessment? If you are willing but would prefer hard copies of these materials, I will send a packet of materials to you immediately by express mail.

Sincerely,

Name

Title