*Note: This is an example of a template for soliciting external reviews for tenure and promotion to the rank of associate 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), assistant professor in the Department of (department) at the University of Nebraska - Lincoln, is being reviewed for tenure and promotion to the rank of associate 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 associate professor: “To attain the rank of associate professor, the candidate should be an accomplished teacher, where teaching is an assigned responsibility, and have a significant record of scholarly and creative work in teaching, research, and service in keeping with the individual's job responsibilities.” 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 further 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 tenure and 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.

INCLUDE FOR MANDATORY TENURE CASES WITH TENURE CLOCK EXTENSIONS ONLY: The candidate may have had one or more extensions to their probationary (pre-tenure) period, due to impacts of the pandemic or other circumstances. Regardless of the actual length of time the candidate has been employed in a tenure-leading position, please note that their file should be reviewed as if they are seeking tenure after the normal probationary period.

INCLUDE FOR “EARLY” TENURE CASES ONLY: Please note that the candidate is scheduled for their mandatory tenure review during the 20XX-20XX academic year, and is therefore being reviewed for tenure XX years “early”. As you review the candidate’s file, we ask that you take into account the “early tenure” standard described in our Guidelines:

*For the truly exceptional person, award of tenure may be considered prior to the mandatory time. Early tenure implies that a candidate has exceeded in the shorter time period the type of sustained high level performance that would be expected over the normal probationary period. Notwithstanding any contrary provision of these mandatory procedures for the tenure evaluation process, any person who is being considered for award of early tenure may, at his or her discretion, elect to withdraw from the tenure evaluation process without prejudice to later evaluation and consideration for award of tenure. Failure to be awarded tenure after early nomination shall not prejudice later consideration.*

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;
* the candidate’s trajectory and prospects for further scholarly growth and achievement;
* the candidate’s standing in relation to others at a comparable or higher career level, whom you regard as potential leaders in this field; and
* other factors you think may be of importance to us in evaluating the candidate’s capabilities, accomplishments, and potential 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