



APPENDIX C: SAMPLE LETTER TO EXTERNAL REVIEWERS OF SCHOLARSHIP

Date

Addressee

Dear Professor _____:

We would be grateful if you would be willing to assist us in the evaluation of Dr. **John/Mary Doe's** application for **continuing faculty status (tenure) and/or** advancement to the rank of **associate professor/professor**.

The formal review process will begin this fall semester and letters from external reviewers need to be available no later than **(date)**.

Our review process benefits greatly from candid evaluations generously provided by knowledgeable peers in the academic community. While we value all dimensions of professorial service—teaching, citizenship, and scholarly/creative work—we are particularly interested in your assessment of the quality, originality, methodological soundness, and pace of the candidate's **scholarship/creative work**. Review letters are especially helpful when they allow us to compare the candidate's record against that of other scholars at a similar stage of their careers and when they consider the candidate's record in the context of BYU's institutional expectations.

If you are able to accept this invitation, we ask that your letter include a description of your relationship with the candidate (if any).

Enclosed for your consideration are the following:

OR If you accept this invitation, the following materials will be sent to you:

- The candidate's curriculum vitae
- A summary of the teaching assignment
- Three samples of scholarly/creative work selected by the candidate
- Department standards for assessing scholarly achievement
- A form that indicates the candidate's decision to waive/not to waive the right to see your letter. When candidates appeal a negative decision, the entire portfolio is made available to them, though letters from external reviewers are redacted as possible to deidentify authors and institutions.



(If applicable) We are pleased to offer an honorarium of \$_____ as an expression of appreciation for your service.

We would be grateful if you could indicate by phone or email and at your earliest convenience if you are able to help us with this review. We know that you must manage many professional demands and hope that you will be able to accept this invitation.

Sincerely,