



APPENDIX C: SAMPLE LETTER TO EXTERNAL REVIEWERS

Date
Addressee

Dear _____:

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 teaching, research, clinical professor; associate librarian; teaching, research, clinical professor; senior librarian.]

Our university policy requires input from knowledgeable peers in the academic and professional community. You have been identified as an individual who could provide an objective appraisal of [her/his] work. The formal review process will begin this fall semester, and letters from external reviewers need to be available no later than **(date)**.

While our evaluation process considers all aspects of performance, we are particularly interested in your assessment of [her/his] professional involvement and contributions in the area(s) of [citizenship/scholarship/librarianship/clinical service/other], including answers to the following questions.

1. What is your assessment of [her/his] contributions in terms of quality, quantity, soundness of judgment, and knowledge and skills as compared to other colleagues at this level in their careers?
2. How do [her/his] contributions compare to [her/his] peer group in [her/his] field of expertise?
3. Overall, based upon your knowledge of [her/his] work and compared to others, would [he/she] be [given tenure and/or promoted] in peer institutions?

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
- Information about [his/her] professional assignment
- [His/her] narrative regarding fulfillment of the professional assignment
- A summary of our standards for assessing performance



-
- 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,