# For promotion or appointment as associate professor or full professor, involving the grant of tenure. (If the reviewer is a collaborator, please

**use the collaborator letter template instead.)**

Dear [reviewer’s title name]:

I am requesting your assistance on behalf of the [Department/School] in a frank evaluation of the scholarship [or artistic work] of [candidate name], who is being considered for

[appointment/promotion] to the rank of [ ] professor [with/without tenure] [**Or** he/she

already holds tenure.]. I have enclosed a curriculum vitae, personal statement, and sample of publications [or other scholarly or creative product].

Would you please let me know as soon as possible if you will be able to provide a review by [date] at [contact information]? (If you would like copies of [her/his] additional

publications beyond the sample we have enclosed, please let me know.)

We are seeking your assessment as to whether [candidate name]’s scholarship [or artistic work] has demonstrated excellence and creativity, made important and original

contributions, had an impact on the field, shows a clear arc of intellectual and creative

development, and is widely perceived as outstanding. Every promotion [and grant of tenure] is expected to meet the national and international standards of the leading institutions as well

as improve the overall stature of the [department/school]. [For those engaged in digital scholarship, if appropriate: Please include an analysis of the intellectual and creative

contributions of [his/her] digital scholarship in particular. Has it had a significant impact on the field? Please give concrete examples of such impact.]

Please understand that we seek your evaluation at an early stage in our process and that we have not yet made a decision. We seek your frank and candid assessment. We are requesting

an analytical evaluation, rather than general praise or advocacy. We very much appreciate the

time and effort involved in providing a review. [**If appropriate:** In evaluating [candidate name]’s productivity, please take into account that [his/her] tenure clock was extended by [number] years, but research productivity was not expected to increase commensurately.] [**If appropriate:** In recognition of your effort, we would like to acknowledge your assistance with an honorarium of $ .] If you are able to provide a letter of evaluation, please include a short biographical sketch about yourself, and describe any professional and personal relations you have had with the candidate.

We also request that you identify the leading departments of [candidate name]’s field, and give us your candid judgment on whether [candidate name]’s scholarly [or artistic] work

would meet the standards for promotion [and tenure] in those schools (assuming an opening existed and that teaching and service was acceptable). Our reviewers would find your answer especially valuable

Your letter will be treated as a confidential document to the full extent allowed by law. [**If applicable:** It will not be read by any member of our faculty who is [a collaborating

author][a co-investigator] with the candidate.] It will be studied closely by tenured faculty in the department and university promotion committees and officials, and it is intended to be

read by no one else.

Thank you for considering this request and for your efforts to help the university make an informed decision in this important matter.

*Revised 2017*