

# Sample Letters for External Reviewers

## COMPREHENSIVE REVIEW SAMPLE LETTER

[Letterhead]

Date

Dear Dr. \_\_\_\_\_:

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the scholarly/creative work of Assistant Professor \_\_\_\_\_. This is a comprehensive review for reappointment for \_\_\_\_\_, who will begin the fourth year as an Assistant Professor during the fall semester of \_\_\_\_\_. If this phase of the review process is successful, the candidate will be considered for tenure and promotion within three years. **We are soliciting your evaluation of Dr. \_\_\_\_\_'s demonstrated scholarly/creative work to date.**

The University of Colorado requires that assistant professors undergo a comprehensive review before their evaluation for promotion and tenure. All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, scholarly/creative work, and university and public leadership and service. This comprehensive review must include evaluations from scholars in the candidate's field of specialization. For a successful comprehensive review, Dr. \_\_\_\_\_ should be making ongoing and significant progress toward a scholarly/creative work record that can be expected to have an impact on the field. Your evaluation is extremely valuable to us in making this assessment.

While the accompanying materials provide you context with overview statements of Dr. \_\_\_\_\_'s scholarly/creative work, teaching and leadership/service, at this time we are soliciting your evaluation of the demonstrated scholarly/creative work accomplishments to date. We ask that your letter be of a constructive and counseling nature so that we may give Dr. \_\_\_\_\_ productive suggestions as to the direction, quantity, and quality of work to be accomplished by the seventh year when the prospective tenure review will occur. Although the substance of your evaluation will be summarized for Dr. \_\_\_\_\_, you and your institution will not be identified. Your candor in evaluating the scholarly/creative work will be greatly appreciated.

Dr. \_\_\_\_\_'s teaching course load since the time of appointment has been [four] courses per academic year. The materials will indicate any variation from this standard for course releases that may have been applied for scholarly/creative work or teaching-related activities.

In evaluating Dr. \_\_\_\_\_'s scholarly/creative work, please address each of the following points in order:

1. The nature of your acquaintance, if any, with Dr. \_\_\_\_\_ and your knowledge of and/or familiarity with the scholarly/creative work prior to this request.
2. The quality and quantity of the scholarly/creative work, especially in relationship to productivity in this field.
3. The main thrust(s) of the scholarly/creative work and its impact on the field.
4. The degree of creativity and originality of the scholarly/creative work.
5. To what degree the scholarly/creative work is evolving.
6. How Dr. \_\_\_\_\_'s scholarly/creative work and productivity compare with others with similar training and experience in the field.

7. How you would categorize Dr. \_\_\_\_\_'s scholarly/creative work accomplishments – approaching excellent, approaching meritorious, or not meritorious – compared to others in this field and at a similar point in their career.
8. What suggestions you have for changes that Dr. \_\_\_\_\_ should make in planning and carrying out scholarly/creative work for the next three years.

As Dr. \_\_\_\_\_ will be evaluated by university faculty outside of the department who may be unfamiliar with your career or field, **please include a copy of your current summary vita with your evaluation letter.** Your final evaluation letter should be on your University letterhead with your signature. A hard copy may be sent [by U.S. mail to my attention at the address listed above] or it may also be sent electronically as a PDF with your electronic signature to [me/my administrative assistant at \_\_\_\_\_ (add contact email)] . We would appreciate receiving your evaluation no later than [add date].

If you have any questions concerning the review, please feel free to call me at [add phone number] or e-mail me at: [add email contact].

Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,

## TENURE AND PROMOTION SAMPLE LETTER

[Letterhead]

Date

Dear Dr. \_\_\_\_\_:

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the scholarly/creative work of Assistant Professor \_\_\_\_\_ who is being considered for tenure and for promotion to the rank of Associate Professor. We are soliciting your evaluation of Dr. \_\_\_\_\_'s demonstrated scholarly/creative work accomplishments to date. We would appreciate receiving your evaluation no later than [date].

The University of Colorado Denver requires the scholarly/creative work of candidates for tenure and promotion to be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for Dr. \_\_\_\_\_, you and your institution will not be identified. Your candor in evaluating Dr. \_\_\_\_\_'s scholarly/creative work will be greatly appreciated.

All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, scholarly/creative work, and university and public leadership and service. For promotion to associate professor and award of tenure, the candidate must (1) demonstrate meritorious performance in teaching, scholarly/creative work, and leadership/service, and (2) demonstrate excellence in either teaching or scholarly/creative work. Your evaluation is extremely valuable to us in making this assessment.

Dr. \_\_\_\_\_'s teaching course load since comprehensive review has been [two] courses per semester. The materials will indicate any variation from this standard for course releases that may have been applied for scholarly/creative work or teaching-related activities.

Dr. \_\_\_\_\_'s abbreviated dossier includes the current vita; personal statements regarding teaching, scholarly/creative work, and leadership/service as context, and a more detailed statement on scholarly/creative work; [examples of work]; and the Primary Unit criteria used to evaluate the work.

In evaluating Dr. \_\_\_\_\_'s scholarly/creative work, please address each of the following points in order:

1. The nature of your acquaintance, if any, with the candidate and your knowledge of and/or familiarity with the scholarly/creative work prior to this request.
2. The quality and quantity of the scholarly/creative work, especially in relationship to productivity in this field.
3. The main thrust(s) of the scholarly/creative work and its impact on the field.
4. The degree of creativity and originality of the scholarly/creative work.
5. The degree to which the scholarly/creative work has evolved.
6. How Dr. \_\_\_\_\_'s scholarly/creative work productivity compares with others with similar training and experience in this field.
7. How you would categorize Dr. \_\_\_\_\_'s scholarly/creative work accomplishments – excellent, meritorious, or not meritorious – compared to others in this field at a similar point in their careers.

As Dr. \_\_\_\_\_ will be evaluated by university faculty outside of the department who may be unfamiliar with your career or field, **please include a copy of a current summary vita with your evaluation letter.** Your final evaluation letter should be on your University letterhead with your signature. [A hard copy may be sent by U.S. mail to my attention at the address listed above] or it may be sent electronically as a PDF with your electronic signature to my email address: [insert email address].

If you have any questions concerning the review, please email me or call me at the number listed below.

Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,

## PROMOTION TO FULL PROFESSOR SAMPLE REQUEST TO SERVE

[Letterhead]

Date

Dear Dr. \_\_\_\_\_,

On behalf of the University of Colorado Denver, I am writing to ask you to serve as an external reviewer of the scholarly/creative work of Associate Professor \_\_\_\_\_, who is being considered for promotion to the rank of Full Professor. We are soliciting your evaluation of Dr. \_\_\_\_\_'s demonstrated scholarly/creative work accomplishments since tenure and promotion to Associate Professor.

The University of Colorado Denver requires the scholarly/creative work of candidates for tenure and promotion to be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for Dr. \_\_\_\_\_, you and your institution will not be identified. Your candor in evaluating the work will be greatly appreciated.

If you are willing to serve as a reviewer, please respond to [my administrative assistant] via e-mail at [email address]. If you agree to serve as a reviewer, I will send you, no later than [add date], Dr. \_\_\_\_\_'s abbreviated dossier which will include statements about research, scholarly/creative work, and leadership and service accomplishments and not more than five self-selected representative artifacts of scholarly/creative work as well as the specific questions and criteria we would like you to consider in reviewing the work. You can elect to receive these materials electronically or in a printed and bound format; please specify your preference in your reply. I will need to receive your evaluation letter no later than [add date].

Thank you in advance for considering this request in support of our colleague's professional advancement. I would very much appreciate a response from you by [date].

Kind regards,

## PROMOTION TO FULL PROFESSOR SAMPLE LETTER

[School/College letterhead]

Date

Dear Dr. \_\_\_\_\_ :

On behalf of the University of Colorado Denver, thank you for agreeing to serve as an external reviewer of the scholarly/creative work of Associate Professor \_\_\_\_\_, who is being considered for promotion to the rank of Full Professor. We are soliciting your evaluation of Dr. \_\_\_\_\_'s demonstrated scholarly/creative work since the time of tenure and promotion to Associate Professor.

All reappointments, promotions, and awards of tenure at the University of Colorado consider the candidate's record in teaching, scholarly/creative work, and university and public leadership and service. The University requires the scholarly/creative work of candidates for tenure and promotion be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for the candidate, you and your institution will not be identified. Your candor in evaluating the scholarly/creative work is greatly appreciated.

For promotion to full professor, Dr. \_\_\_\_\_ must have (a) a record that, taken as a whole, is judged to be excellent; (b) a record of significant contribution to both graduate and undergraduate education, unless individual or departmental circumstances require a stronger emphasis or singular focus on one or the other; and (c) a record, since receiving tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment. Your evaluation of Dr. \_\_\_\_\_'s scholarly/creative work is extremely valuable to us in making this assessment.

Dr. \_\_\_\_\_'s abbreviated dossier includes the current vita; personal statements regarding teaching, scholarly/creative work, and leadership/service as context, and a more detailed statement on scholarly/creative work; [examples of work]; and the Primary Unit criteria used to evaluate the work.

In evaluating Dr. \_\_\_\_\_'s scholarly/creative work, please address each of the following points in order:

1. The nature of your acquaintance, if any, with the candidate and your knowledge of and/or familiarity with the scholarly/creative work prior to this request.
2. The quality and quantity of the scholarly/creative work, especially in relationship to productivity in this field.
3. The main thrust(s) of the scholarly/creative work and its impact on the field.
4. The degree of creativity and originality of the scholarly/creative work.
5. The degree to which the scholarly/creative work has evolved.
6. How Dr. \_\_\_\_\_'s scholarly/creative work productivity compares with others with similar training and experience in this field.
7. How you would categorize Dr. \_\_\_\_\_'s scholarly/creative work accomplishments – excellent, meritorious, or not meritorious – compared to others in this field at a similar point in their careers.

As Dr. \_\_\_\_\_ will be evaluated by university faculty outside of the department who may be unfamiliar with your career or field, **please include a copy of your current summary vita with your evaluation letter**. Your final evaluation letter should be on your University letterhead with your signature. [A hard copy may be sent by U.S. mail to my attention at the address listed above] or it may also be sent electronically as a PDF with your electronic signature to [my administrative assistant] at [add contact email]. We would appreciate receiving your evaluation no later than [add date].

If you have any questions concerning the review, please feel free to call me at [add phone] or e-mail me at: [add email contact]. Thank you very much for your willingness to assist the University of Colorado Denver in this important academic review process.

Sincerely,