

Appendix B

Format of Letter from Chair or Dean to External Reviewer for Appointment with Tenure and/or Promotion to Professor

Dear Colleague:

On behalf of the University of Colorado Denver (UC Denver), I am writing to ask you to serve as an external reviewer of the research/creative work of Dr./Mr./Ms. _____, who is being considered at this time for _____ (*fill in the appropriate action: appointment with tenure and/or with promotion to the rank of Professor*).

Dr./Mr./Ms. _____ is currently at _____ (*name of college/university*), with (*tenure/no tenure and the rank of _____*). We are soliciting your evaluation of Dr./Mr./Ms. _____ demonstrated research/creative accomplishments to date in relation to his/her request for (*fill in the appropriate action: appointment with tenure and/or with promotion to the rank of Professor*).

UCD is the urban campus of the three universities in the University of Colorado system and the only public university in the Denver metropolitan area. Located in downtown Denver, UCD serves approximately 23,000 students, whose average age is 30, over 85% work, and over 44% are graduate students.

UCD requires the research of candidates for tenure and for promotion to Professor to be evaluated by scholars in the candidate's field of specialization. Although the substance of your evaluation will be summarized for Dr./Mr./Ms _____, you and your institution will not be identified. Your candor in evaluating Dr./Mr./Ms. _____'s research/creative work will be greatly appreciated.

(For Situation B, in which promotion to Professor is requested): To be promoted to Professor at UCD, Dr./Mr./Ms/ _____ should have the terminal degree appropriate to their field or its equivalent, and (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 can be shown to 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 in teaching, research, scholarship or creative work, and service. Your evaluation is extremely valuable to us in making this assessment.

(For Situation D, in which tenure is requested): At UCD, tenure may be awarded only for demonstrated meritorious performance in each of teaching, research/creative work, and service, and demonstrated excellence in either teaching, or research/creative work.

I have included a copy of Dr./Mr./Ms _____'s current vita, three examples of his/her research/creative work, and the Primary Unit Criteria used to evaluate this work.

In evaluating Dr./Mr./Ms/ _____'s research/creative work, please address each of the following points:

1. The nature of your acquaintance, if any, with Dr./Mr./Ms. _____ and your knowledge of and/or familiarity with his/her research/creative work prior to this request.
2. The quality and quantity of the research/creative work.
3. The main thrust(s) of the research/creative work and the impact of this research/creative work on this field.
4. The degree of creativity and originality of the research/creative work.
5. To what degree the research/creative work has evolved.
6. How Dr./Mr./Ms. _____'s research/creative work and productivity compare with others with similar training and experience in this field.
7. How you would categorize Dr./Mr./Ms. _____'s research/creative work accomplishments--below average, average, above average, or outstanding--compared to others in this field at a similar point in their careers.

As Dr./Mr./Ms. _____ will be evaluated by faculty outside of her/his department who may be unfamiliar with your field or your academic credentials, please include a brief summary vita with your evaluation.

If you have any questions concerning the review, please call me at the number listed below. We would appreciate receiving your evaluation no later than _____.

Thank you very much for your willingness to assist UCD in this important process.