

# Sample Letters for External Reviewers

These are examples of letters that may be used to solicit evaluations from external reviewers. They may be adapted to suit primary unit requirements.

## 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.

CU Denver allows faculty to include an optional *External Impact Statement* as part of their review materials. This statement gives candidates an opportunity to provide context about how external factors may have influenced their scholarly or creative work, teaching or librarianship, or service. We ask the reviewers to consider the impact of these external factors when evaluating the candidate's professional record.

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; overall summary statement as context, and a more detailed statement on scholarly/creative work; [examples of work]; [a statement regarding the COVID-19 pandemic impact]; [a statement regarding external impact]; 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.

[All items should be submitted through Interfolio. OR

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)] .

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 an overall summary statement and a statement about scholarly/creative work 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.

[We will share these materials with you via Interfolio. OR

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

[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.

CU Denver allows faculty to include an optional *External Impact Statement* as part of their review materials. This statement gives candidates an opportunity to provide context about how external factors may have influenced their scholarly or creative work, teaching or librarianship, or service. We ask the reviewers to consider the impact of these external factors when evaluating the candidate's professional record.

Dr. \_\_\_\_\_'s abbreviated dossier includes the current vita; overall summary statement as context, and a more detailed statement on scholarly/creative work; [examples of work]; [a statement regarding the COVID-19 pandemic impact]; [a statement regarding external impact]; 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. We would appreciate receiving your evaluation no later than [date].

[All items should be submitted through Interfolio. OR

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)] .

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,