

Sample Letter Sent from Department Chair to External Reviewer

Thank you very much for agreeing to review the research record of [name of candidate], who is a candidate for [tenure and/or promotion] to [senior lecturer / assistant / associate professor / professor] in the Department of [department name], here at the University of South Alabama. We are very grateful for your candid assessment of their [scholarly and/or creative] contributions. Our institution also includes excellence in teaching and service as important criteria for advancement, however, our evaluation of those areas is being carried out separately. As such, we are asking you only for information about their [scholarly and/or creative performance].

In reviewing the enclosed materials, we would greatly appreciate your assessment of both its quantity and quality in comparison to the work of others in this discipline at comparable stages in their careers. We would further appreciate your evaluation of the contribution that the candidate's work has made to the field.

I would be grateful if you would respond by November 1, 20[xx]. In accordance with the policies of the University of South Alabama, at the conclusion of our review process, [candidate's name] may be given your name as one of the external reviewers, but not your comments.

If you have any questions [name of candidate]'s materials or experience, please contact me directly. In accordance with our policy, I ask that you not communicate with the candidate regarding your review.