

Dear [title and name]:

I am writing on behalf of the [Department of [name] in the [College/School] of [name]] to ask whether you could assist us in the evaluation of [name of faculty candidate], who is being considered for [promotion to the rank of associate professor with tenure OR tenure OR promotion to the rank of professor]. My colleagues and I recognize the commitment this request places on your time and are grateful for your willingness to consider it. Your knowledge and expertise are essential to ensuring the integrity and quality of our evaluation process. We are asking for your assessment of the candidate's [research / scholarship / creative activity], not their teaching and service.

A copy of [name's] *curriculum vitae*, [research statement], a sample of pertinent publications, and the departmental and collegiate statements of criteria and expectations for [promotion to the rank of associate professor with tenure OR tenure OR promotion to the rank of professor] are attached. If you are able to accept this invitation, we ask you to address the following in your evaluation letter:

1. the originality and impact of the candidate's work and whether the candidate has established a significant program of scholarship;
2. the quality of the candidate's work and whether the candidate is an intellectual leader in their field(s) of study or practice;
3. the candidate's trajectory and potential for further growth and achievement;
4. the extent to which the candidate has met the expectations stated in the departmental and/or collegiate statements of criteria for [tenure and/or promotion].

Note that you do not need to summarize the candidate's work, unless you so desire. In your evaluation letter, please state expressly the nature of any association you have with the candidate. If you are unsure if a conflict exists, please feel free to call or email me before you proceed.

[For those being considered for promotion to full professor: The title of (full) Professor is the highest rank among tenured faculty at our institution and we regard it as a high honor to bear this designation. As such, we expect full professors to have achieved a high level of visibility and professional accomplishment as leading thinkers in their field, outstanding teachers and active participants in their profession. While we recognize that scholarly work builds over the life of a career, we are particularly interested in your assessment of the candidate's contributions since promotion to the rank of associate professor with tenure. We expect Professors will continue to perform at a high level for many years to come.]

We have a standard period of probation before a review of this kind commences. Please note that some candidates will have received extensions or suspensions to this time period for good cause, including reasons due to family or medical leaves, lab delays, and the COVID-19 pandemic; others might have received permission to be considered early. The candidate's work should be evaluated on its merits alone, independent of the length of time in rank.

As our evaluations proceed along a preset timeline, I would be most appreciative if you would respond to this email within the next week to let me know if you can accept this assignment. If you accept, your evaluation letter will need to be submitted [via Interfolio or electronically to me] no later than [Month 1, 20__]. Please be sure that your letter is on your institution's letterhead and includes your signature. When submitting your letter, we ask that you also include a copy of your *curriculum vitae*.

Finally, we cannot guarantee the candidate will not see your letter because of state law. However, your letter is not provided to the candidate unless they specifically request it in writing.

Thank you again for your willingness to consider this request.

Sincerely,

[Name of Department Chair or Dean]

[Title]