

Sample Letter to Outside Reviewers of Candidates Under Consideration for Promotion

Date

Name
Address

Dear Professor _____,

(NAME), who is an Assistant Professor, is being considered for promotion and tenure to the rank of Associate Professor in the Department of _____ at Purdue University. Your name was suggested as an external referee to help us evaluate his/her credentials. I have, therefore, asked you to make an assessment of Professor _____'s scholarship and of his/her suitability for tenure and promotion at Purdue University. You will find enclosed a copy of Professor _____'s curriculum vitae and copies of representative publications.

In particular, we want your opinion of the importance of Professor _____'s work, its range and depth, and the quality of its presentation. Has the candidate demonstrated his/her ability to conduct independent research? Has the candidate initiated a research program which will lead to significant results in his/her field? To what extent is the candidate's independent research likely to make an impact upon his/her field? We are also interested in learning whether or not his/her published work has appeared in what you consider important or appropriate presses and/or journals, and whether his/her scholarship represents the work of a person who has the potential to achieve a position of leadership in his/her field. And finally, how does this candidate compare with others at a comparable career stage for whom you have served as an external referee? Your frank evaluation of this candidate is essential for the review process.

Candidates may request a summary of all evaluations in their file, however sources remain confidential. We cannot guarantee that at some future time a court or government agency will not require the disclosure of the source of confidential evaluations. Purdue University will endeavor to protect the identity of authors of letters of evaluations to the fullest extent allowable under law.

For candidates who have received tenure clock extensions, please add the following paragraph:

Please note that Professor _____ received a one year interruption of his/her tenure clock by virtue of University policy. Under these circumstances, the criteria for promotion and tenure are no different than for faculty whose tenure clock has not been interrupted. We, therefore, request that this situation not be a factor in your evaluation.

We would very much appreciate your letter by (DATE). Please do not hesitate to contact me (phone 765-494-____, email _____@purdue.edu) if you have any questions or are in need of additional information. Thank you very much for your time and effort in helping us review (NAME)'s credentials for tenure and promotion.

Sincerely,