Dear Professor XXXX,

I am grateful to you for agreeing to evaluate XXXX credentials for tenure and promotion to associate professor in the Department of XXXXX during this academic year.

At the Colorado School of Mines, advancement is based on the individual’s established professional record, indications that the individual will continue to grow professionally, and evidence that the individual will continue to be an asset to the institution. CSM expects members of the faculty to become leaders in their disciplines with strong records of scholarship, demonstrated service to their fields, and dedication to high quality teaching at the undergraduate and graduate levels. The decision regarding tenure is based on the individual’s academic accomplishments and on an assessment of the potential (or likelihood) for continued growth in accomplishments and professional reputation.

We would very much appreciate your assistance in evaluating the merits of Dr. XXXXX record of scholarship and professional service. Evaluation of the candidate’s teaching is conducted internally, but if you have information about the quality of Dr. XXXXX contributions to pedagogy, we welcome comments on that aspect of the candidate’s case as well.

Please begin with a statement of whether you know the candidate and his work. In this context, address any circumstances that might raise issues of impartiality as they relate to your assessment of the candidate. We would like you to critique the quality of this work and, if possible, to assess its quantity and quality in comparison to the work of others in this discipline at comparable stages in their careers. We would particularly appreciate your evaluation of the contribution that the candidate’s work has made to the field, viewing each published work separately or in combination as seems appropriate. We are interested in your judgment of the quality of the journals and the importance of the conferences through which Dr. XXXXX has communicated this work. We are also interested in any other insights you might have about Professor XXXXX’s scholarly accomplishments. Finally, we ask that you provide your opinion of how Dr. XXXXX's application would be viewed if the case were being considered at your home institution.

The enclosed electronic package includes (1) Dr. XXXXX’s curriculum vitae, (2) his/her personal statement, (3) a series of explanatory narratives, and (4) pertinent materials concerning the criteria for tenure and promotion. Our process requires that we receive your letter by \_\_\_\_\_\_\_\_\_\_\_\_\_, so that it can be included in the materials that are examined internally. If you have any questions about Dr. XXXXX’s materials or experience, please contact me directly. In accordance with our procedures, we must ask you not to communicate with either the candidate whose work you are reviewing or other members of the department or college concerning your evaluation or the review process.

Every effort will be made to maintain the confidentiality of your report. Neither the names of the referees nor the full contents of their letters are shared with the candidate. Your letter of evaluation will be made available to the Promotion and Tenure Committee in our department, and will become part of the candidate’s file reviewed by appropriate committees and administrators at the college and university levels. I should add that in light of a Supreme Court decision (EEOC vs. University of Pennsylvania), such reports may be subject to involuntary disclosure in legal proceedings.

Would you please also send me a brief biographical statement when you send your letter? As mentioned above, our departmental faculty as well as the campus committee and administrators would find your biographical sketch helpful when considering your letter.

Thank you very much for taking the time to convey your professional evaluation. On behalf of my colleagues, I offer our gratitude and appreciation for your thoughtful comments and perspectives.

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