Dear Professor YYYYY,

Thank you for agreeing via our email correspondence to provide an external evaluation of Associate Professor XXXXXX, who is being considered for promotion to the rank Professor in the Department of ZZZZZ at Colorado School of Mines (CSM).

At our institution promotion to the rank of Professor is based upon the individual’s established record. CSM expects an individual with this rank to be an established leader in their discipline with a strong record of scholarship, demonstrated service to their field, a dedication to high-quality teaching at the undergraduate and graduate level and to have demonstrated the likelihood of continued growth in accomplishments and professional reputation nationally and internationally.

From an external reviewer, we are primarily interested in your assessment of the merits of Dr. XXXXXX’s 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. XXXXXX’s contributions to pedagogy, we welcome comments on that aspect of the candidate’s case. In particular, I would appreciate:

1. A statement of how you know the candidate and his/her work. In this context, please address any circumstances that might raise issues of impartiality as they related to your assessment of the candidate.
2. A critique the quality of the candidate’s work and, if possible, assessment 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 would also be interested in your judgment of the quality of the journals and the importance of the conferences through which Dr. XXXXXX has communicated this work.
3. Any other insights you might have about Dr. XXXXXX’s scholarly accomplishments.
4. Your opinion of how Dr. XXXXXX's application would be viewed if the case were being considered at your home institution (if applicable).
5. A brief biographical statement (one page or less is fine!). Although our departmental faculty know you and your work, the campus committee and administrators would find your biographical sketch helpful when considering your letter

Please recall that ideally we need your letter by October XX, 20YY.

I have enclosed a copy of the Dr. XXXXXX’s materials, including Dr. XXXXXX’s curriculum vita, his personal statement, some recent publications, summaries of graduate students, teaching accomplishments, and research funding, and pertinent materials concerning the criteria for tenure and promotion at CSM. You may also access this material electronically by following the instructions sent in an earlier email.

If you have any questions about Dr. XXXXXX’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. Also note that 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.

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.

Sincerely,

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