

SAMPLE MESSAGE REQUESTING AVAILABILITY

Dear Dr. XXXXXX:

Dr. XXXX XXX is due to be reviewed for (Associate Professor with tenure/promotion to the rank of Professor) in academic year YYYY-YYYY. We are developing a list of external evaluators for (his/her/their) case, and you were recommended as an eminent scholar in (her/his/their) field. I am emailing you now to ask about your availability.

Would you be willing to serve as an external evaluator for Dr. XXX, and if so, would you be able to evaluate (his/her/their) case and submit your review letter **no later than (date)**?

We would send you Dr. XXX's CV, (his/her/their) personal statement, examples of (his/her/their) scholarship, and the department's promotion criteria **by (date)**.

Thank you very much for your consideration, and I would be grateful if you could **respond by (date)** concerning your availability.

Sincerely,