Sample Letter to External Evaluator

Dear Dr. XXXX:

Dr. XXX XXXX is due to be reviewed for Associate Professor with tenure in academic year YYYY-YYYY. I am writing to request your confidential evaluation of the qualifications of Dr. XXXX for promotion to the rank of Associate Professor of XXXX with tenure.

IF A TENURE DELAY HAS BEEN GRANTED AND ACCEPTED, INSERT THE FOLLOWING LANGUAGE:

Dr. XXXX has received an extension of time for review for tenure and/or promotion in accordance with University of Maryland policy. University policy expressly provides that faculty shall not be disadvantaged upon review as a result of such an extension. Please evaluate Dr. XXXX’s dossier as if it were completed in the ordinary period for review, which is in the xxth year of appointment.

In accordance with the Appointment, Promotion, and Tenure Policy and Guidelines adopted by the University of Maryland, College of XXXX and Department XXXX at College Park, I am required to indicate the criteria for promotion and request your evaluation of the following:

- The quality and impact of the candidate’s research and creative activity, including the quality of the candidate’s publications, exhibitions, or performances; the quality of the journals, presses, or outlets in which the candidate has published, exhibited, or performed; and the candidate’s potential for future contributions;
- The candidate’s teaching and mentoring (to the extent you are able to do so);
- The candidate’s service to the profession; and
- How the candidate compares to others in the field at a comparable stage in their careers.

Please evaluate the candidate’s qualifications for promotion based on the criteria and materials provided. Based on your evaluation, please indicate whether you would or would not recommend this candidate for promotion at the University of Maryland. If applicable, please comment on the nature of your professional interaction with the candidate and also on the candidate’s collaboration with other scholars in his/her field.

To assist in your evaluation, I am enclosing the following information: Dr. XXX’s latest curriculum vitae and personal statement, copies of the [X number of] sample works listed below selected by Dr. XXX, and a brief summary of the promotion criteria. With respect to teaching and mentoring, we do not expect external reviewers to comment on how the candidate meets these criteria unless they are able to do so.

I realize that this information is rather extensive and will require considerable effort on your part to review. However, your assistance in helping evaluate Dr. XXX’s credentials will be greatly appreciated and will constitute an important element in the overall evaluation. I would be very grateful if you could respond to us in writing no later than…….. If possible, would you send your reply electronically to ........umd.edu as an attachment?

Sincerely,

XXXX X. XXXXXX
Chair, APT Review Committee
Department of XXX
enclosures: CV, personal statement, publications (please list), Department promotion criteria