

For Promotion to Professor, initial solicitation of external reviews, Template –
This template is a guide. You may customize it.

Prof. [name]
[Title]
[Department name]
[University]
[City, State, Zip]

Subject: Request for Service as an External Reviewer

Dear Professor [name]:

I am writing to request your help in the very important process of external review of the scholarship for Professor [name of candidate], who will be seeking promotion to the rank of professor this Fall. Professor [name of candidate] is currently an associate professor and is a faculty member in the Department of [name] in the [College/School] of [name] at the University of North Texas.

My colleagues and I recognize that this request adds to what is no doubt a considerable workload and appreciate your willingness to consider it. The University of North Texas is committed to continuing to build a campus that is widely recognized for the highest quality research, teaching, and service, and we depend on knowledgeable experts such as you to help us understand the contributions of our candidates.

We would send you the candidate documentation in the first part of June, 20XX, and there would be a return deadline of [deadline].

Please let me know at your earliest convenience if you are willing to serve in this capacity.

Many thanks,

[Name of Department Chair]
[Title]

For Promotion to Professor, Solicitation of External Reviews,

This template is a guide. You may customize it, but you should cover the main points expressed in this template.

Prof. [name]
[Title]
[Department name]
[University]
[City, State, Zip]

Subject: Service as an External Reviewer

Dear Professor [last name]:

I am writing on behalf of the Department of [name] in the [College/School] of [name] at the University of North Texas to thank you for agreeing to assist us in the evaluation of Professor [name of faculty candidate], who is being considered for promotion to the rank of professor. My colleagues and I recognize that this request adds to what is no doubt a considerable workload and appreciate your willingness to provide this invaluable service. The University of North Texas is committed to continuing to build a campus that is widely recognized for the highest quality research, teaching, and service, and we depend on knowledgeable experts such as you to help us understand the contributions of our candidates.

We would appreciate receiving a candid evaluation of Professor [last name]'s scholarly or creative contributions in relation to our departmental and university criteria. We would like to receive your assessment of the originality, quality, and impact of the candidate's work. The more detailed your analysis and evaluation of the candidate's work, the more useful your review will be to our deliberations. We are also keenly interested in your assessment of Professor [last name]'s trajectory. Do you see evidence that [he/she/they] has established and is likely to sustain a high profile in the field? Will [he/she/they] continue to move in innovative directions? In your assessment, it would be helpful for us to understand the basis for your conclusions; that is, what do you see in the work or record that leads you to the assessment you have provided? We ask that you provide a summary recommendation on whether you support Professor [last name]'s tenure and promotion to the rank of professor, based on our departmental and university criteria. Finally, your letter of review should be on the official letterhead of your institution or organization.

As you know, the title of Professor is the highest rank among tenured faculty and we regard it as a high honor to bear this designation. As such, we expect Professors to have achieved a very high level of visibility and professional accomplishment as leading thinkers in their field and active participants in their profession. While we recognize that scholarly work builds over the life of a career, we are particularly interested in your assessment of the candidate's contributions since promotion to the rank of associate professor with tenure. In the case of Professor [last name], [he/she/they] was appointed as an associate professor in [appointment date]. We expect that Professors will continue to perform at a high level for many years to come.

When we present the files of our candidates for professor, we are required to attach a curriculum vitae for each reviewer, mainly because scholars on our campus who are outside the field will be interested in the work for which you are known and hence the starting point of your evaluation.

We would be grateful if you would also include in your assessment the extent of any acquaintance you may have with Professor [last name]. We would appreciate knowing whether you have collaborated with or had previous professional or personal interactions with the candidate. Should you believe that there is any room for misunderstanding or a potential conflict of interest in reviewing this case, please feel free to call me before you proceed.

While internal faculty and administrators evaluating Professor [last name]'s dossier will have access to reviewers' evaluations, to the extent possible provided by Texas state law, UNT will attempt to protect the reviewers' identities from candidates.

I have attached a copy of Professor [last name]'s CV for your information, as well as [his/her/their] self-assessment. I also include a few examples of the candidate's scholarly or creative work, and our departmental and university criteria. As our evaluations proceed along an established timeline, we would be most appreciative if you would provide your letter and CV by [deadline].

Again, I acknowledge the imposition this request surely makes on your time. However, it is an essential part of the review process, and we rely with gratitude on our colleagues to help us make wise decisions.

Sincerely,

[Name of Department Chair]

[Title]

Enclosures:

Self-assessment by Professor [last name]

Curriculum Vitae of Professor [last name]

Departmental guidelines for promotion

University Policy 06.004