

**For Promotion to Associate Professor with Tenure, 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]:

Professor [name of candidate] will be seeking tenure and promotion to the rank of associate professor this Fall. I write to ask if you would help in this important process by providing an external review of their scholarship. Professor [name of candidate] is currently an assistant professor 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 surely 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.

Should you be able to assist us in this important task, 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 Associate Professor with Tenure, initial solicitation of external reviews, Template –

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 [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 associate professor with tenure. 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. Although UNT will consider previous achievements in the course of this holistic review, primary emphasis will be placed on work accomplished during the probationary period at the University of North Texas. In the case of Professor [last name], [he/she/they] was appointed as an assistant professor on [appointment date]. 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. Because tenure is a permanent status, we are also keenly interested in your assessment of Professor [last name]'s trajectory. 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 associate professor based on our departmental and university criteria. Finally, your letter of review should be on the official letterhead of your institution or organization.

The University of North Texas has a standard period of probation prior to the tenure and promotion review, but please note that some candidates receive extensions under UNT's Faculty Reappointment, Tenure, Promotion, and Reduced Appointments Policy. In the wake of the COVID-19 pandemic, all pre-tenure candidates were granted the option of a one-year tenure clock extension. Faculty may have been granted extensions for other reasons as well. Candidates with extensions should be held to the same standard you expect for a typical probationary period. Indeed, our policy states, "[t]eaching, scholarship, and/or service activities/products resulting during the stop-the-clock period will be counted towards tenure. A faculty member will not be penalized for lack of progress towards scholarship and service activities during the stop-the-clock period." Your review should be based on the timeline accorded to

tenure track cases given the University of North Texas tenure and promotion policies and without prejudice to the candidate because of any stop-the-clock time extension granted by the Provost's Office.

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 have 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.

Please include a copy of your CV with your evaluation. When we present the files of our candidates for associate professor with tenure to our college level review committee, we are required to attach a curriculum vitae for each reviewer. This is 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.

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 and tenure

University Policy 06.004