DATE

INSIDE ADDRESS

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Dear Dr. X:

Dr. \_\_\_\_\_\_\_ of TCU’s Department of \_\_\_\_\_\_\_\_ is being considered for tenure and promotion to \_\_\_\_\_\_ Professor. Our procedures require that we solicit external evaluations of our candidates’ scholarly work and professional service. I’m writing to ask if you would be willing to serve as an external reviewer for Dr. \_\_\_\_\_.

We seek your evaluation in the two areas of scholarship and professional contributions to your discipline. Institutions have different teaching loads and vary in the way faculty responsibilities are weighed in tenure and promotion decisions. Therefore, you are asked not to comment on whether or not the candidate would qualify for tenure or promotion at your institution, but simply to assess the quality of the candidate’s scholarship, creative activity, and professional contributions to the discipline.

Even though external reviews can be time-consuming, they are an essential part of our review process. I’ve enclosed a copy of \_\_\_\_\_\_\_’s curriculum vitae and the department’s criteria for tenure and/or promotion to the aspired rank. If you agree to serve as an external reviewer, please contact me and I will provide copies of any of \_\_\_\_\_ ‘s publications that you request. We would need to receive your review by [DATE]*.*

External letters will be accessible to candidates only upon legal request.

I truly appreciate your help with this important task. Please let me know within the next week if you will be able to do the review and what additional materials you might need. My e-mail address is x.xxxx @tcu.edu and my phone number is (817-257-XXXX).

Thank you for considering my request.

Sincerely,

XXXXXXX

Chair, Department of XXXXXX

Cc: Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enc.

Revised 1/16/13