

Sample Letter to External Evaluator

[promotion from assistant to associate] [date]

Dear [evaluator's name],

We are considering [faculty member's name] for possible promotion to the rank of Associate Professor on indefinite tenure in the [department name]. Letters of evaluation from at least five scholars or professional specialists outside the university are required for each nominee. Therefore, it would be most helpful to have your independent evaluation of:

- the candidate's current research activities and the significance of accomplishments to date;
- the candidate's promise of becoming a leading scholar;
- the candidate's contribution to teaching and public service activities;
- the candidate's standing in relation to others at a comparable or higher career level whom you regard as potential leaders in this field;
- factors that you think may be of importance to us in evaluating the candidate's capabilities, accomplishments, and potential reputation.

Our institution permits one or more extensions (i.e., tenure clock "rollbacks") during the pre-tenure probationary period. Our policy states that the criteria for promotion and tenure at Illinois are the same for all faculty regardless of length of service during the probationary period.

The Provost of our campus requests that you provide, in addition to your own comments about this case, the names of two or three other authorities that might be consulted about the candidate's accomplishments.

The policy of the University of Illinois is to hold in confidence all letters of evaluation from persons outside the institution. Only the committees and administrative officers directly responsible for the decision of concern here will have access to your letter. It will not be provided to the person on whom you comment unless we are required specifically and legally to do so.

Samples of [faculty member's name] publications and Biodata form are attached.

Because your evaluation will provide essential input in our review and because the entire review process is a lengthy one, I would appreciate receiving your comments at your earliest convenience and by [date]. If you will be unable to complete your evaluation by this date, please let me know immediately. Please email your letter to [name] at [email] and follow up with a hard copy to the following address;

[name and mailing address]

Thank you for your contribution to this important process.

Sincerely,

[department head name]

Enclosures