

Case Western Reserve University  
College of Arts and Sciences

**NEW APPOINTMENT  
SAMPLE LETTER TO RESEARCH COLLABORATORS**

The following is suggested text that may be modified to reflect your own style, as long as your letter:

- 1) states the rank and tenure status for which the candidate is under consideration; and
- 2) guarantees confidentiality.

Note the items in paragraph 3 that are to be provided to each evaluator. Please send a draft letter to the dean for review/approval.

Dear \_\_\_\_\_:

\_\_\_\_\_ is being considered for a position as (rank [with tenure ?]) in the Department of \_\_\_\_\_ at Case Western Reserve University. As part of this process, we solicit letters of evaluation from research collaborators who can describe (candidate)'s unique contributions to collaborative research.

You have been recommended as a person who might evaluate (candidate)'s qualifications in this way. Your assessment will help reviewers at the university determine (candidate)'s independent role as an investigator. Additionally, your comments on (candidate)'s recognition in the field and on the quality and impact of (his/her) published work and presentations would be welcome. Any other relevant observations you might wish to make would be most helpful.

Enclosed is a copy of (candidate)'s curriculum vitae; (his/her) statements on research, teaching, and service; and three representative examples of his/her work in research/scholarship/creative endeavors. A copy of the department's promotion and tenure guidelines for this file is included as well.

It would assist our process greatly if I could receive your comments by \_\_\_\_\_. I also would appreciate receiving a one- or two-page biographical sketch from you. For both, an electronic submission is acceptable. Your reply will be shared only with appropriate committees and administrators involved in this process, and will remain confidential to the extent permitted by law.

Your contribution is an important one, and I thank you for your assistance. I look forward to hearing from you.

Sincerely,  
(Department or Special Committee Chair)