

Case Western Reserve University
College of Arts and Sciences

**PROMOTION TO SENIOR INSTRUCTOR
SAMPLE LETTER TO EXTERNAL EVALUATORS**

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

- 1) states the candidate's current rank and two areas of focus (from appointment letter);
- 2) states the rank for which the candidate is under consideration;
- 3) guarantees confidentiality; and
- 4) does not offer an opinion on the candidacy.

Please send a draft letter to the dean for review/approval.

Dear _____:

During the 20xx-xx academic year, (candidate), Instructor in the areas of _____ [select two from research/teaching/service] in the Department of _____, will be considered for promotion to Senior Instructor. As part of this process, we solicit letters of evaluation from external evaluators.

You have been recommended as a person who might evaluate (candidate)'s qualifications for promotion. Your comments on (his/her) reputation in the field and on the quality and impact of (his/her) work and presentations would be welcome. It would assist us if you could rank (candidate) among peers at the same career stage and tell us if you believe (he/she) would achieve the proposed promotion at your institution or others with which you are familiar. Any other relevant observations you might wish to make would be most helpful. Finally, if you know (candidate), please tell us in what context.

Enclosed is a copy of (candidate)'s curriculum vitae; (his/her) statements on _____ [select two from research/teaching/service]; and the department's promotion guidelines for this file. [Add applicable sentence from below.]

It would assist our process greatly if I could receive your comments by _____. I also would appreciate receiving a one-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)

****Select the applicable sentence...**

1. **If one of the candidate's focus areas is teaching:** "We would also appreciate your comments on Professor _____'s teaching, if you have observed (him/her) in this capacity."
2. **If one of the candidate's focus areas is research:** "Also enclosed are three representative examples of Professor _____'s work in research/scholarship/creative endeavors."