

Case Western Reserve University
College of Arts and Sciences

**PROMOTION AND/OR TENURE
SAMPLE LETTER TO EXTERNAL EVALUATORS
FOR TENURE-TRACK FACULTY**

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 tenure status;
- 2) states the rank and tenure status for which the candidate is under consideration, especially noting the candidate's placement in the pretenure period (see applicable sentences below);
- 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), (current rank) (tenure status, if applicable) in the Department of _____, will be considered for promotion to (rank and tenure). [Add applicable sentences from below.] 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/tenure). Your comments on (candidate)'s reputation in the field and on the quality and impact of (his/her) published work and presentations would be welcome. We would also appreciate your comments on (his/her) teaching, if you have observed (him/her) in this capacity. 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/tenure) 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 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-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 to this process 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 sentences...**

- 1) **If the candidate is tenured:** "(Name) was awarded tenure in (year)."
- 2) **If the candidate is being considered for tenure:** "Tenure consideration is mandatory in (academic year)."
- 3) **If candidate is being considered for promotion in the tenure track without tenure:** "He/she is not now under consideration for tenure. Tenure consideration will be mandatory in (academic year)."
- 4) **If candidate has had a pretenure extension, add this sentence:** "Please note that (candidate) has received an extension of (his/her) tenure clock by virtue of university policy. Under these circumstances, the criteria for promotion and tenure are no different than for a faculty member whose tenure clock has not been extended. We therefore request that the evaluation is done on the merits of quality and impact and not on the time taken to achieve those accomplishments."