

Case Western Reserve University
College of Arts and Sciences
Promotion and/or Tenure
Sample Letter to External Evaluators
For Tenure-Track Faculty

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

1. states the candidate's current rank, tenure status, and department;
2. states the rank and tenure status for which the candidate is under consideration, especially noting the year the candidate was awarded tenure and/or 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-20xx academic year, (candidate), (current rank and tenure status), in the Department of (department), will be considered for promotion to (rank and tenure status). Add here applicable sentence 1, 2, or 3 below. If a tenure candidate's pretenure period has been extended, add sentence 4 (revised 11/16).

Your name has been suggested as a potential referee who can 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 publications (she/he) selected as representative works. A copy of the department's promotion and tenure guidelines for this file is included as well. If you need other information, please do not hesitate to let me know.

May we receive your reply, which may be transmitted electronically, by (date)? Your reply will be shared only with the appropriate committees and administrators involved in the process and will remain confidential to the extent permitted by law. Your contribution to this process is an important one. We look forward to hearing from you and thank you for your assistance.

(Preferred closing)

Signature
(Department Chair or Special Committee Chair)

***Select the applicable sentence:**

- 1) If the candidate is tenured: “Candidate 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: 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 faculty whose tenure clock has not been extended. We therefore request that the review is done on the merits of quality and impact and not on the time taken to achieve those accomplishments.**