

Case Western Reserve University
College of Arts and Sciences

**NEW APPOINTMENT – 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 rank and two areas of focus for this hire; 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 Senior Instructor in the areas of _____ in the Department of _____ at Case Western Reserve University. 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 this position. Your comments on (his/her) reputation in the field and on the quality and impact of (his/her) work and presentations would be welcome. [Add additional Sentence 1 from below if appropriate to areas of focus for this hire.] It would assist us if you could rank (candidate) among peers at the same career stage. 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 _____ [two statements to correspond to areas of focus for this hire]; and the department's promotion and tenure guidelines. [Add additional Sentence 2 from below if appropriate to areas of focus for this hire.]

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)

Use the applicable sentence....

1. **If one of the candidate's focus areas is teaching:** "We would very much 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 examples of Professor _____'s work in research/scholarship/creative endeavors."