

Sample letter to external reviewers:

Thank you for agreeing to evaluate the record of Dr. XXX, who is a candidate for tenure and promotion to Associate Professor in the Department of XXXXX at the University of North Dakota. I appreciate your time and commitment to this important milestone.

Please address the following points in your letter:

Context:

1. The length and nature of your past or present association with Dr. XXX, if you have one.
2. The extent of your knowledge of Dr. XXX work, prior to this review.
3. A brief statement of your expertise in or familiarity with Dr. XXX's area of scholarship.

Evaluation:

4. The significance of Dr. XXX's contribution to the discipline/profession of XXX.
5. An assessment of Dr. XXX's development as a scholar, compared to others at the same stage of professional development. Please do not provide a statement of whether or not Dr. XXX would obtain (promotion/tenure) at your institution, but please evaluate the candidate based on the departmental guidelines.
6. An assessment of the quantity and quality of Dr. XXX's work, along with an assessment of the impact or value of the outlets/venues/dissemination of that work
7. An assessment of any particularly notable or impactful works of Dr. XXX.
8. An assessment of the future potential of Dr. XXX's scholarship, given the extant record

Conclusion:

9. A statement that summarizes the extent to which you believe Dr. XXX has achieved the indicators of promotion in the UND Department of XXX guidelines provided to you.

Your letter will be seen by those voting on the tenure/promotion folder. The faculty candidate you are evaluating will also have an opportunity to review all materials in the packet including your letter.

By August 15 please send your review letter and your current CV to the following:

Name, position, address of Chair or other person receiving the letter.