

SAMPLE LETTER TO REQUEST AN EXTERNAL EVALUATION FOR FACULTY

(Schools may develop their own letters, but they should use the same format and general content to contact all persons asked to provide evaluations. Pay special attention that the letter asks the reviewers to comment on the appropriate area of excellence being sought by each specific candidate.)

Dear _____:

Professor _____ is being considered for (*promotion and/or tenure*) at the rank of _____ in the Department of _____ within the School of _____ at Indiana University-Purdue University Indianapolis (IUPUI). We would be particularly grateful for your comments on the depth and significance of Professor _____'s work and its impact in your field. To assist in this evaluation, we are providing a packet of relevant materials, including (*his/her*) curriculum vitae; a copy of (*his/her*) personal statement; copies of selected recent publications and teaching materials; and our criteria for (*promotion and/or tenure*).

Professor _____ has identified (*research/creative activity, teaching, service*) as (*his/her*) area of excellence and therefore this is the area where evaluation by peers is most important. [**OR:** *Professor _____ has indicated a balanced case, which should be supported by evidence of highly satisfactory performance in all three areas, research, teaching and service, in keeping with Indiana University's policy on balanced cases.*]

Please comment on Professor _____'s research as well as other scholarly work in _____ (the area of excellence). We welcome your evaluation of the quality of the publications and journals that have been listed, as well as comments on any creative work or exhibition media. IUPUI is dedicated to multidisciplinary research. Please keep this in mind as you review this candidate's scholarship. Comments on teaching might include your evaluations of course syllabi, examinations, other teaching materials, and publications on teaching, as well as any personal experience you may have of (*his/her*) teaching. For excellence in service, please comment on both service activities and the candidate's scholarship of service. We would also appreciate any comments you might care to make concerning Professor _____'s contributions to professional organizations or to (*his/her*) discipline through professional service activities or publications.

Please focus your review on the quality and impact of the candidate's work. We are not asking you to recommend for or against promotion or tenure, nor are we asking if the candidate might receive promotion or tenure at your institution.

The IUPUI Promotion and Tenure Guidelines require that requested references come from individuals with no close connections to the candidate (i.e., former or current mentors, students, co-authors, research partners). Therefore, if such a conflict exists, please let us know as soon as possible that you will not be able to serve as a reviewer in this case. If you are able to serve as a reviewer, please complete the [External Referee Form](#) and return it with your review summary. Also, please include a copy of your vitae or a brief biography to provide reviewers at all campus levels with a context for your comments.

We hope you understand how much we appreciate your assistance as we consider Professor _____'s candidacy. It is important for us to understand (*his/her*) contributions from a perspective beyond our campus. We are aware of the time a review such as this takes, and understand it can be a difficult commitment to make, but we assure you that your help with this process is invaluable.

Your letter will be seen by a group of faculty members serving in a promotion and/or tenure advisory capacity. The candidate may request access to, and the University is legally compelled to give access to, the entire dossier. (*This paragraph is mandatory language for all letters requesting external peer evaluation for promotion and/or tenure and may not be altered.*)

In order to complete Professor _____'s dossier for review, we would appreciate receiving your comments by _____. I do hope you will be able to assist us.

Sincerely,