

**The following represents a sample solicitation for an external review of the promotion and tenure application of Assistant Professor Jane Smith in the Department of Alchemy, College of Wizardry. Suitable adjustments should be made for letters that pertain to either promotion or tenure only.**

Dear \_\_\_\_\_:

The Department of Alchemy in the College of Wizardry at the University of Nevada is in the process of evaluating Prof. Jane Smith for promotion and tenure. As part of our review process, we would like to invite you to provide an external review of her scholarly accomplishments since taking her current position. Prof. Smith is presently an Assistant Professor of Alchemy and has been with this department since 1900. A professional vita and other supporting materials are enclosed with this letter.

Your review should give an assessment of Dr. Smith's standing as a scholar in Alchemy and include an evaluation of the quality of her contributions to this field. Comments concerning Dr. Smith's level of attainment in other areas of activity appropriate for a tenured faculty member, such as teaching and service to the discipline, are also welcome if known to the respondent, but are not required. In your review, you should also indicate the nature of your relationship or past association, if any, to Prof. Smith.

While we ask that you avoid making a conclusion as to whether she should or should not be awarded tenure and promotion, we would appreciate your commenting on the likelihood that she would receive tenure or promotion at your institution. Similarly, comparisons to peers in her field at other institutions would also be helpful. Finally, it would be helpful to include the expecting teaching load at your institution.

All external peer review letters will become part of Professor Smith's tenure/promotion packet to be reviewed in accordance with our personnel procedures. This generally includes review by the departmental tenured faculty, a select group of college faculty appointed by the dean, the University Promotion and Tenure Committee and relevant administrators at the University of Nevada. To the extent we are permitted to do so by law, your letter will be held in confidence.

A candidate may, upon request and at certain stages of the promotion/tenure review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of the letter would be provided to the candidate if so requested.

Our procedures stipulate that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's packet. If you are able to provide a review for us, I would appreciate receiving it by \_\_\_\_\_ as our recommendations must be forwarded

to the college by October 1. If you are unable to provide a review, please let me know as soon as possible.

Thank you in advance for providing assistance in this most important evaluation of Prof. Smith.

Sincerely,