**EXAMPLE OF THE CHAIR/DEAN LETTER TO AN EXTERNAL REVIEWER**

DATE

ADDRESS

SALUTATION

The Department of \_\_\_\_\_\_ and the University of Vermont (UVM) are most appreciative of your willingness to review the qualifications of (Assistant Professor) \_\_\_\_\_\_ for tenure and promotion to the rank of (Associate) Professor. Enclosed are selected materials from Professor \_\_\_\_\_\_’s work, along with the criteria used by the Department for the promotion to associate professor with tenure (Professor). If you need additional information, please do not hesitate to contact me. As indicated in my earlier e-mail, we are hoping to receive your review by ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_.

Insert College/Department description here…

We would appreciate it if you could provide a detailed assessment of Professor \_\_\_\_\_'s scholarship and professional achievements. The UVM expectation states that “substantial and sustained scholarship/research/creative activity is an essential criterion” for promotion and tenure. We seek your assessment of the “quality and significance” of the work including your estimation of [his/her] contribution to the field. We would also like an assessment of [his/her] potential for continued scholarly contributions.

We ask that your letter include a description of any past or present relationship with the candidate. In addition, we ask that you provide us with a current *curriculum vitae* because reviewers outside your area of expertise will be considering your evaluation as they make their own determination regarding the promotion of the candidate. We do not, however, wish for you to comment on whether the candidate would receive tenure at your institution, given the differences between institutions. Rather, our interest is in your candid assessment of Professor \_\_\_\_\_\_\_\_\_\_’s scholarship, research and/or creative activity.

Your letter will be read by the department’s faculty members, the college and university professional standards committee members and appropriate administrators. You should know that a redacted version of your letter may be viewed by Professor \_\_\_\_\_\_\_\_\_, and your name would not be disclosed unless required by legal process. Thus, your letter is anonymous, but not confidential.

When you have completed your review, please e-mail the letter to me at \_\_\_\_\_\_and mail the original to me along with your *cv*. I sincerely thank you again for your willingness to share your expertise in this important task. We look forward to your review of Professor \_\_\_\_\_\_\_’s scholarly work.

Warm regards,

SIGNATURE

Department Chair

Enclosures