# Sample Letter to External Evaluators: Academic (tenure-track) Faculty

Dear Dr. X:

The University at Buffalo Department of X is considering the (continuing appointment) promotion of Dr. X to the rank of X with tenure. Since the University at Buffalo requires its tenure review committee to consider the assessments of leaders in the candidate's field, I am writing to request your evaluation of Dr. X's qualifications for this promotion. As far as we know, you are a disinterested evaluator because you have not co-authored any works; collaborated on any projects; served as a teacher, mentor or advisor; or ever had a close, personal relationship with the candidate.

Based upon the enclosed background material and your knowledge of the candidate's accomplishments, I invite you to address the following issues:

1. Has Dr. X made significant contributions to his/her discipline?
2. Is his/her work recognized for its originality or creativity? If his/her work has been collaborative, can you identify his/her distinctive contributions?
3. To what extent has Dr. X gained national or international recognition for scholarly excellence?
4. What is your estimate of the candidate's potential for growth and continued productivity and leadership in the field?
5. How would you assess Dr. X's contributions to the profession? To the scientific or medical community as a whole? To society?
6. Are Dr. X's professional and scholarly accomplishments of the same caliber as those in the discipline who have recently been promoted to the rank of X in departments or professional schools at leading research universities?
7. In your opinion, would the candidate be granted promotion at your institution?
8. Is he/she an effective presenter at professional meetings?

Your evaluation will carry great weight in the review process. In order to help reviewers outside your field interpret your views as fully as possible, please include a brief biographical sketch (i.e. NIH format, 3-5 pages).

Your letter should be addressed to NAME, and will be held in strict confidence unless you are willing to permit access to it by Dr. X. Please indicate your preference on the attached *Confidentiality Statement* form.

Thank you for your time and attention to this request. I would appreciate receiving your letter of evaluation on official letterhead, your biographical sketch, and the enclosed Confidentiality form on or before DATE.

Please contact me if you wish additional information or require more time to respond to this request.

Sincerely,

Professor and Chair

Enclosures