# Sample Letter to Internal 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 promotion and tenure review committee to consider ‘internal’ assessments by faculty in the candidate’s department or university, I am writing to request your evaluation of Dr. X's qualifications for this promotion. The expectation is that you are familiar with the candidate’s role and accomplishments and that you can provide insight regarding his qualifications for appointment to X.

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 service contributions to the the profession/ university/school/department? To the scientific or medical community as a whole? To society?
  6. How would you evaluate Dr. X’s teaching?

1. Are students and trainees well served?
2. How well does the candidate contribute to the educational mission of the School, e.g., curriculum development, advisement?

Your evaluation will carry great weight in the review process. 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 and the enclosed *Confidentiality Statement* 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

Enclosure