Sample Letter to External Evaluators:
Research Educator Qualified (non-tenure track)

Dear Dr. X:

The University at Buffalo Department of X is considering the promotion of Dr. X to the non-tenurial rank of X. In order to evaluate the suitability of this promotion, institutional review committees and officers would appreciate your assessment of Dr. X's achievements and potential for future contributions. 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.

The UB School of Medicine and Biomedical Sciences Faculty Council Promotions Guidelines specify that the quality of the candidate's activities should be "unambiguous and unequivocal". Based upon the enclosed material and your knowledge of the candidate’s accomplishments, I invite you to address the following questions:

1. Has the candidate demonstrated a continuous high level of performance as a researcher? How would you summarize the candidate's contributions to the advancement of knowledge? Please comment on the quality, originality and relevance of the candidate's contributions to the research enterprise. Scholarship is a major consideration at this rank.

2. How would you rate the candidate's contributions to UB’s educational mission, for example, teaching or training students, residents and fellows; facilitating small groups; mentoring junior colleagues; or presenting to colleagues at professional meetings; public or patient education?

3. To what extent has the candidate contributed to professional, institutional and community service or the scholarly community?

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 participation in this important process. I would appreciate receiving your letter of evaluation, your brief biographical sketch (i.e. NIH format, 3-5 pages), and the 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