# Academic (Tenure Track) – External Solicitation Letter

**DATE**

**EVALUATOR’s NAME**

**ADDRESS**

Dear Dr. **NAME,**

I am writing to you as a leader in your field to request a letter of evaluation for **NAME, ASSISTANT/ASSOCIATE** Professor, Department of **NAME**, the University at Buffalo Jacobs School of Medicine and Biomedical Sciences who is being considered for **PROMOTION/CONTINUING APPOINTMENT** to the rank of **ASSOCIATE PROFESSOR/PROFESSOR** with tenure. Evaluative letters from leaders in the field are a critical component of the promotion process and carry great weight with the promotion committees and others.

**Please note that I am assuming that you are a disinterested evaluator**. If you have ever had a relationship with the candidate that would compromise your impartiality, such as a role as mentor, co-author, colleague, collaborator, or student, please let me know immediately and do not submit a letter. You may know the candidate from professional interactions that will help to inform your evaluation.

Based upon the provided background material and your knowledge of the candidate's accomplishments, it would be most valuable for you to address the following topics:

1. Has the candidate made significant contributions to their discipline?
2. Is their work recognized for its originality or creativity? Have they made seminal and/or groundbreaking contributions to their field? If their work has been collaborative, can you identify their distinctive contributions?
3. To what extent has the candidate 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 the candidate's contributions to the profession and society as a whole? Are their service contributions highly valued?
6. Are their teaching contributions appropriate for rank and of high value?
7. To your knowledge is the candidate an effective presenter at professional meetings or other educational venues?
8. Are their professional and scholarly accomplishments of the same caliber as those in the discipline who have recently been promoted to the equivalent rank in departments or professional schools at leading research universities?
9. In your opinion, would the candidate be granted promotion at your institution?

Your evaluation will carry great weight in the review process. Your personal insights are particularly valued and you are encouraged to share these. A review of the candidate’s CV is not sufficient in this context.

Included with this letter are the candidate’s CV and Personal Statement.

It would be most helpful if I received your letter by **DATE**.

Please address your letter to:

**CHAIR’S NAME**

**ADDRESS**

Please e-mail a PDF of your signed letter to **NAME** at **EMAIL ADDRESS**, who is assembling the dossier, and **include:**

1. **your biosketch** as it is required to be included in the promotion dossier along with your letter
2. completed ***Confidentiality Statement* form.** This form allows you to give or withhold permission for the candidate to read your letter or know your identity. If this form is not included with your letter, it will be assumed that your identity and letter contents are to be withheld from the candidate.

Please confirm whether or not you will write a letter at this time, so that I can plan accordingly.

Thank you for your time and attention to this request. I look forward to receiving your letter.

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

Sincerely,

**NAME**

Professor and Chair

**DEPARTMENT**

Jacobs School of Medicine and Biomedical Sciences

Attachments:

CV

Personal Statement

*Confidentiality Statement* Form