

DATE

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Dear. Dr. X:

The Department of Y is considering the promotion of Dr. X to the rank of Z (with or w/o tenure, as appropriate). A critical part of the promotion process is the evaluation of the candidate's research record by external evaluators. We are very much hoping that you will be willing and able to serve as an evaluator of Professor X's case.

Attached (or alternatively, on-line at www.xxxxxx) you will find pdf files containing:

- Professor X's curriculum vita
- Professors X's description of research and scholarship activities

Five papers that Professor X has identified as her/his most important can be found on the web, along with a copy of our departmental P&T guidelines, at www.....

Please take a preliminary look at this information and let me know, within the next week, whether or not you will be able to serve as an evaluator. If you agree, the evaluation is due by MONTH DATE.

University policy dictates that evaluations be accompanied by a curriculum vita or short biography describing the reviewer's credentials, in addition to a statement of the reviewer's relationship to the candidate. These items can be included as a separate document. If you have questions about conflict of interest relative to your relationship with the candidate feel free to bring them up with me.

We are particularly interested in your comments on the quality, on the impact, and on the significance of Dr. X's research work. Additionally, please do address how Dr. X,s record of work compares with other top scholars at a similar career stage.

Thank you for your consideration. We look forward to hearing that you will be able to serve as an evaluator (a return e-mail is sufficient) and to receiving your evaluation by DATE.

Sincerely,

Z

Phone number

