Sample Transmittal Letter to External Reviewers

Dear ***(Reviewer)***,

Thank you for agreeing to provide your professional assistance in the review of **(*Name of candidate*)**, who is being considered for ***(promotion to [rank], and/or tenure)*** at Texas Woman’s University. We are requesting your appraisal of the scholarship and service to the profession of **(*Name of candidate*)**. The following materials provided by the candidate are being sent to you: curriculum vitae, workload reports, recent reprints, and narrative self-reflections on teaching, scholarship, and service. You are also receiving a copy of the component and University promotion and tenure criteria. Although you are not being asked to review the candidate’s teaching accomplishments, the teaching self-reflection and workload reports for the period under review will provide context for your review of scholarship and service.

Please begin your evaluation with a statement of how you know or do not know the candidate and his/her work. In this context, please address any circumstances that could raise questions regarding the impartiality of your evaluation. We ask that you then address the overall quality of the candidate’s scholarship and service, their relationship to TWU criteria, and, as appropriate, the impact of ***(Name of candidate)***’s contributions on her/his field. We do not ask external reviewers for recommendations on promotion or tenure because those decisions ultimately rest upon a number of considerations, but your candid evaluation of the candidate’s accomplishments in relation to the component and TWU criteria is most helpful to our process.

The evaluation you provide will be considered confidential. It will be accessible only to appropriate administrators and to TWU faculty members responsible for advising academic administrators on the promotion and/or tenure of the candidate. You should be aware, however, that the Texas Open Records Law might permit your review to be accessible to the candidate and others.

In order to complete the candidate’s total review in a timely fashion, we need your response by (***Date***). In addition, TWU policies require the vita of external reviewers; so, we would appreciate your enclosing your curriculum vitae with your evaluation letter. We sincerely appreciate your time and effort in helping us with this very important decision.

Sincerely,