

Sample Letter to External Reviewers

Dear xxxxxxxx:

I am writing to 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 interested in your appraisal of the research and scholarly/creative activities and service to the profession of Dr. xxx. A sample of materials provided by the candidate is being sent to you along with a copy of the candidate's curriculum vitae, the candidate's workload reports, recent reprints, and the candidate's narrative statements regarding goals and accomplishments in scholarship and service. You will also receive a copy of the component and University promotion and tenure criteria. We do not ask outside consultants for recommendations on promotion or tenure since those decisions must ultimately rest upon a number of considerations, but your candid evaluation of the written work submitted in relationship to the component and TWU criteria is most helpful to our process.

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 productivity, its relationship to TWU criteria, and, as appropriate, the impact of Dr. xxx's contributions on her/his field. 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 copy of your curriculum vita with your evaluation letter. We sincerely appreciate your time and effort in helping us with this very important decision.

Sincerely yours,