

APPENDIX B: SAMPLE LETTER TO PROFESSIONAL, CLIENT, OR USER EVALUATOR

Dear Evaluator:

The Department of [*name of department*] is evaluating the academic and professional standing of (*name of candidate*) who is being considered for [*examples: continuing status and promotion to associate rank; promotion to full rank*].

Since you are recognized as a leading scholar in [*name of candidate*]'s field, we would appreciate your assistance in assessing his/her record by providing us with a letter of evaluation. We have attached the following materials to help you in evaluating [*name of candidate*]'s record: (1) a curriculum vitae; (2) a summary of his/her job description or workload assignment; (3) a statement in which he/she explains his/her scholarly and professional accomplishments, the goals which have guided them, and his/her future research agenda; (4) copies of departmental and college continuing status and promotion criteria; and (5) a representative set of articles/slides/tapes. If you would like to review additional materials, we would be happy to send them.

In your evaluation, we would appreciate your addressing how well you know the candidate and specific strengths and weaknesses of the candidate's record, including such things as significance and independence of his/her contributions to the literature and to the field, recognition at regional, national or international levels, and promise to sustained scholarly activity. Please also indicate whether you recommend that the candidate be awarded [*examples: continuing status and promotion to associate rank; promotion to full rank*] on the basis of your evaluation.

Please note that our criteria for [*promotion, promotion and continuing status, continuing status*] include consideration of applied research, outreach education, teaching and service. If you have information and recommendations based on these areas, we would also appreciate your comments related to [*name of candidate*]'s full program.

Your recommendation will be treated with the greatest confidentiality permitted by the Arizona Board of Regents policy and applicable law. I am aware that your consideration and evaluation of the work of our colleague will require considerable time, and greatly appreciate your willingness to assist us in this way.

We would also appreciate receiving on a separate page [*as short statement of your background and relationship to the candidate's program; a copy of your abbreviated vita*].

Thank you for participating in this review and please let me know if you have any questions about this process.