

APPENDIX D: SAMPLE LETTER TO OUTSIDE EVALUATORS

Dear Referee:

The Department of [*name of department*] is evaluating the academic and professional standing of [*name of candidate*], who is being considered for [*examples: tenure and promotion to associate professor; promotion to full professor*].

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 workload assignment; (3) a statement in which he/she explains his/her scholarly and professional accomplishments, the goals that have guided them, and his/her future research agenda; (4) copies of University of Arizona departmental and college promotion/tenure criteria; and (5) a representative set of [*examples: 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. If you have collaborated with the candidate within the last five years, please describe the nature and extent of your collaborations. Collaborators are individuals who have within the last five years coauthored books, articles, abstracts, or papers; submitted grant proposals; or co-edited journals, compendia, or conference proceedings.

We appreciate your providing a detailed assessment of the specific strengths and weaknesses of the candidate's research record, including especially the significance and impact of his/her contributions to the literature and to the field, recognition at national or international levels, and promise of sustained scholarly activity. Please also indicate whether you recommend that candidate be awarded [*examples: tenure and promotion to associate professor; promotion to full professor*] on the basis of your evaluation.

Please note that our criteria for [*promotion; promotion and tenure; tenure*] also include consideration of teaching and service. If you have information and recommendations based on these areas we appreciate your comments related to [*name of candidate*]'s teaching and service.

Your recommendation will be treated with the greatest possible 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 I greatly appreciate your willingness to assist us in this way.

We also would appreciate receiving a copy of your abbreviated curriculum vitae. Thank you for participating in this review. Please let me know if you have any questions about the process.