

APPENDIX E: SAMPLE LETTER TO EXTERNAL REVIEWERS OF PROFESSIONAL  
FACULTY

Date

Addressee

Dear \_\_\_\_\_:

Dr. John/Mary Doe is being reviewed in his/her sixth year of service to determine whether his/her performance merits continuing faculty status and rank advancement to the associate level or whether his/her appointment at the university will be terminated [or, advancement to full \_\_\_\_\_]. The process will begin this fall semester.

Our policy requires evaluations from knowledgeable peers in the academic and professional community. While our evaluation considers all aspects of performance, we are interested in your assessment of his/her contributions in the area of \_\_\_\_\_. Your evaluation should also describe your relationship with Dr. Doe.

We need your assessment by (   date   ). It would be helpful, however, if you could respond very briefly at your earliest convenience by phone (xxx-xxx-xxxx), fax (xxx-xxx-xxxx), e-mail (address), or letter to let me know that we can count on receiving your assessment by that time. [We offer an honorarium of \$\_\_\_\_\_ for this service. Please include your social security number so that we can make arrangements for the honorarium payment.]

Enclosed for your consideration is a copy of Dr. Doe's curriculum vitae, information about his/her professional assignment, and a summary of our university and department standards for assessing professional service in his/her field. Also included is a form indicating Dr. Doe's choice regarding the waiver of his/her rights to see the external review letters. The faculty member will see your letter only if he/she retains the right to review letters. However, if there is a negative decision and the faculty member appeals it, his/her entire file will be made available to him/her, although with names and other identifying factors removed.

If you have any questions, please do not hesitate to contact me. Thank you for your help and consideration.

Sincerely,

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