

[Example Evaluator], Ph.D.
Professor and Program Coordinator
Educational Psychology, Measurement and Evaluation
Department of Educational and Counseling Psychology
309 Porter Education Building
University of Louisville
Louisville, KY 40292

July 29th, 2016

Dear Professor [Example Evaluator]:

I would very much appreciate your candid assessment of Dr. [Faculty Member]'s scholarly contributions and impact on her field of study to assist us in our decision-making process. Dr. [Faculty Member] is being considered for promotion from Assistant Professor to Associate Professor, with tenure. Excellence in teaching and service are important criteria for promotion but these aspects of Dr. [Faculty Member]'s job performance are being carried out separately. Thus, we are asking you only for your assessment of her scholarly distinction. I have attached a copy of her curriculum vitae with links to her publications over the past five years. I would be happy to provide you with any additional materials you deem necessary (e.g. pdf's of publications etc.) upon request.

In your evaluation I would ask that you answer the following questions:

1. Do you know Dr. [Faculty Member] personally or professionally and if so, for how long and under what circumstances?
2. How would you assess the quality and impact of Dr. [Faculty Member]'s work on your discipline/profession? Which published studies would you judge to be the most significant, and why?
3. How would you rate Dr. [Faculty Member]'s development as a scholar compared with others in your field at a similar stage of professional development?
4. What is your assessment of Dr. [Faculty Member]'s scholarly reputation, nationally and internationally?

Please do not speculate about whether or not Dr. [Faculty Member] would receive promotion/tenure at your institution as standards differ from one institution to another. [*The following sentence should be included only when a candidate has an explicit effort percentage in their offer letter:* Also, please keep in mind that her appointment is split XX% research, XX% teaching/service, so make sure to tailor your assessments based on this distribution of effort.]

Your letter will become part of Dr. [Faculty Member]'s Promotion, Tenure, and Reappointment (PTR) dossier, which will be viewed by faculty and University administrators involved in the PTR process. In addition, under State of Connecticut Freedom of Information statutes governing state employees and the University's AAUP collective bargaining agreement, the faculty member may request access to his or her PTR file and thus may see the letters of reference.

In order for your letter to be used in our decision-making process it must be received by September 5th, 2016, so please let me know ASAP if you'll be able to comply with this schedule. You may submit your letter as an email attachment, but please mail a signed, original letter on your institution's letterhead soon

thereafter (surface mail is okay). We understand that reviewing a PTR dossier and preparing your evaluation takes valuable time; please know that we very much appreciate your efforts.

Sincerely,

[Requesting Department Head], Ph.D.
Professor and Department Head
Department of [XXX]