**Sample Initial Contact E-mail to Request External Review**

Date

Hello Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_,

Dr. X recommended you as an external reviewer for Dr. Y’s dossier for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(tenure/promotion/both tenure and promotion) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Associate Professor or Full Professor). If you are willing to serve as a reviewer I will send you Dr. Y’s curriculum vitae, copies of three of their publications, and the University of Alabama criteria for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (tenure/promotion/both tenure and promotion) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Associate Professor or Full Professor). Please note that we are requesting a review of their research scholarship and would not be soliciting an opinion about whether Dr. Y should receive \_\_\_\_\_\_\_\_\_\_ (tenure and/or promotion). As you are aware, that decision necessarily involves additional consideration of teaching and service performance as well as the research record. You should also know that your response would be anonymous, meaning that Dr. Y would be able to obtain a copy of the letter contents with any identifying information, including the letterhead and your name, removed.

If you are willing to complete this review and would be able to send your evaluation of

her credentials to me by MONTH and DATE, please let me know and I will immediately send the materials to you either in hard copy or electronically.

Thank you for considering this request.

**Template Letter to External Reviewer**

Date

Dear Dr. \_\_\_\_\_\_\_\_\_,

Thank you for agreeing to review Dr. Y’s research record. Dr. Y currently serves at The University of Alabama at the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assistant/Associate Professor) in the Department of XXX in the College of Human Environmental Sciences at The University of Alabama and is being considered by this department for promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (associate professor/promotion to associate professor with tenure/promotion to full professor/promotion to full professor with tenure). Dr. Y has maintained responsibilities of research (40%), teaching (40%, the equivalent of 2 courses per semester), and service (20%) during their time at The University of Alabama.

We appreciate your willingness to provide an appraisal of their scholarly achievements.

For faculty members seeking promotion to associate professor or full professor, our criteria for promotion and/or tenure require that the candidate present a record of research, publication, creative activity, and scholarly achievement appropriate to their discipline and field of specialization. This record must be sufficient in both quantity and quality to demonstrate the potential for progress toward an outstanding level of performance.

Enclosed, along with the faculty member’s dossier, please find a copy of our college and university guidelines for tenure and promotion. In making your evaluation of the candidate's scholarship, please assess whether Dr. Y‘s research and professional contributions meet the standards outlined there. In addition, it will be particularly helpful if you would address the following:

* State if the candidate is known personally to you and if so, how long and in what capacity.
* Evaluate the scope and significance of the candidate's research interests and activities in terms of their importance. Does the candidate’s research record represent a meaningful contribution to the literature of the field?
* What are the major strengths and weaknesses evident in the research papers that you have been sent?
* Assess the quality and visibility of the outlets in which the candidate has presented their work.
* Evaluate the candidate's promise for further growth as a scholar.
* Comment on the degree of recognition already achieved by the candidate in \_\_\_\_\_\_\_\_\_\_\_ (discipline), noting any distinctive contribution.
* Evaluate the candidate in comparison to several other scholars who are at the same point in their careers and in the same field of study.
* Provide any additional insights that may be helpful to the department and to the Promotion and Tenure Committee of the College of Human Environmental Sciences in determining whether or not to recommend promotion/tenure.

Please note that we are not soliciting an opinion about whether Dr. Y should receive tenure and/or promotion. As you are aware, that decision necessarily involves additional consideration of teaching and service performance as well as the research record. There is no need to comment on the teaching aspects of Dr. Y‘s record as these will be addressed separately by other reviewers on campus.

You should also know that your review will be anonymous, meaning that Dr. Y may obtain a copy of the letter contents with any identifying information, including the letterhead and your name, removed. The identity of an external reviewer will be kept confidential to the extent provided by the law of the State of Alabama. We request that you not communicate with the candidate, or other members of the Department or the College, regarding your evaluation or the review process.

For your convenience, we enclose Dr. Y's curriculum vitae, which includes a bibliography of their work and reprints and/or examples representative of the candidate's work. We would appreciate receiving your evaluation at your earliest convenience, with a final deadline of August 1, \_\_\_\_\_\_\_ (year), since the review process requires that all materials be in hand early in the academic year.

You may return your letter (on your departmental letterhead) either electronically to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email) or in hard copy. Please also attach a copy of your own curriculum vitae, as this is also part of the formal record.

Thank you for your assistance in this evaluation. It is an important element of our promotion (and tenure) review process. I am well aware that reviews of this kind require considerable effort, and I appreciate your willingness to help us. If you have any questions, please do not hesitate to contact me.

Sincerely,

[Signature]

[Address]

[Phone]

[Email]