

**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
STANDARD FORM LETTER SOLICITING EXTERNAL REVIEWS**

Date

Professor B. Frank
989 Academic Hall
Fortunate University
Nirvana, New Jersey 00001

Dear Professor Frank:

As you know, the use of external reviews has become common practice in considering candidates for promotion. On behalf of my colleagues, I write to ask you for a professional favor: to assess the work of Dr. Jean Doe, a candidate who has been nominated for promotion to the rank of Commonwealth Professor.

A Commonwealth Professor at the University of Massachusetts Dartmouth is an individual who is a nationally and/or internationally recognized scholar whose productivity has gone well beyond the existing high expectations for full professor rank and has demonstrated excellence in the art and practice of teaching, made outstanding contributions to the University or to their profession, demonstrated exceptional commitment and contribution to educating and mentoring students and has also demonstrated outstanding leadership that has had extraordinary impact and has advanced the mission of the University (<https://www.umassd.edu/about/mission-and-vision/>).

Enclosed you will find a copy of Dr. Doe's current *vita* and a statement that s/he wrote identifying his/her most significant activities and their impacts. The University of Massachusetts Dartmouth asks for evaluations that indicate the nature of the candidate's national and/or international prominence and the outstanding leadership demonstrated by the candidate.

Your letter will become part of Dr. Doe's file as a candidate for promotion to the rank of Commonwealth Professor. This file is evaluated by the Department's Faculty Evaluation Committee, me, as the Department Chairperson, the College's Academic Council, the Dean, the Provost, and the Chancellor. Please note that candidates for promotion have access to all materials in their file, including letters from external reviewers.

If you agree to review Dr. Doe's work, I will send you additional material related to the work s/he discusses in his/her statement. At that time, feel free to let me know if you want anything else.

Please begin your review by identifying your current rank and institutional affiliation, and how you are familiar with Dr. Doe's work. We would also appreciate it if you could provide a copy of your curriculum vitae or resume with your review.

I hope that you will agree to assist us. I appreciate that writing reviews is time-consuming, and I thank you in advance. Your participation in this process will be most useful if your letter is received by November 15th. You may send the review to me by mail to the address above, or by email to (email address).

Again, thank you for your assistance.

Sincerely yours,

Dane Turner
Professor and Chair

cc: Dean of College/School