**UNIVERSITY OF MASSACHUSETTTS 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 AND/OR TENURE). On behalf of my colleagues, I write to ask you for a professional favor: to assess the work of Dr. Jean Doe, a candidate for (PROMOTION TO ASSOCIATE OR FULL PROFESSOR AND/OR TENURE).

Enclosed you will find a copy of Dr. Doe’s current *vita* and a statement that s/he wrote identifying his/her most significant work and indicating why s/he thinks it is significant and what its impact is or will be. The University of Massachusetts asks for evaluations that indicate (1) the length and capacity of your association with the candidate; (2) the quality of the scholarly/creative contributions; (3) the significance of the scholarly/creative contributions in the candidates’ discipline/profession; (4) the pattern of scholarly productivity relative to discipline standards; (5) the extent to which the candidates’ record reflects a sustainable program of scholarly activity; (6) the candidates’ state, regional, national, and/or international stature overall and comparison with peers at the same point in their careers; and (7) any special distinction the candidate has achieved. Your letter will become part of Dr. Doe’s file as a candidate for (PROMOTION AND/OR TENURE). This file is evaluated by the faculty evaluation committee, me, as department chairperson, the College’s Academic Council, the Dean, the Provost, the Chancellor, the President’s office, and the Board of Trustees. Please note that candidates for tenure and/or 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 (e.g., copies of his/her published research and grant proposals) 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 the relationship, if any, that you have with Dr. Doe (e.g., dissertation advisor, current or past collaborator, or former colleague). Also, could you send along with your review your curriculum vita.

We hope that you will agree to assist us. I know 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 submitted by (AN APPROPRIATE DATE GIVEN THE CAMPUS REVIEW SCHEDULE). You may send the review to me by letter to the above address, by FAX to (508-999-xxxx), or by email to me at (YOUR E-MAIL ADDRESS).

Again, thank you for helping.

Sincerely,

Dane Turner

Professor and Chair

cc: Dean of College