Date

Name

Street

City, State Zip Code

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

On behalf of the Department of \_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_\_, I am writing to request your service as an external reviewer for **\_\_\_\_\_\_\_\_\_\_\_** who has requested consideration for \_\_\_\_\_\_\_\_\_\_\_\_ (promotion to the rank of associate/full/senior (title)\_\_\_\_\_\_\_\_\_\_ and/or continuing status). Arizona State University, as a major research institution committed to excellence, is making a concerted effort to promote and/or award continuing status to the strongest candidates possible in each of its programs. Accordingly, we would very much appreciate your assistance in evaluating the merits of the candidate’s record of job performance, professional development and contributions, and service.

Enclosed is the candidate’s curriculum vita, personal statement, position description, and the unit’s promotion and continuing status criteria. Our review procedures require that specialists in the candidate’s field evaluate the candidate’s position effectiveness, professional contributions, and institutional, professional, and community service record. Every effort will be made to maintain the confidentiality of your report. Neither the names of the referees nor the contents of their letters will be shared with the candidate. Your letter of evaluation will be made available to the personnel committee in the Department of \_\_\_\_\_\_\_\_\_\_\_, and will become part of the candidate’s file reviewed by appropriate committees and administrators at the college and university levels. I should add that in light of a Supreme Court decision (EEOC vs. University of Pennsylvania), such reports may be subject to involuntary disclosure in legal proceedings.

We ask reviewers to do the following:

1. Provide a brief statement regarding your acquaintance with the candidate;
2. Evaluate the candidate’s position effectiveness, professional contributions, and service with respect to their quality and their impact on the candidate’s field—the more detailed your analysis and evaluation of the candidate’s work, the more useful your review will be to our deliberations;
3. Evaluate the suitability of the candidate for continuing status <and/or promotion> based upon the enclosed criteria of our department here at ASU and at your institution;
4. Formulate a comparative judgment regarding the contributions of the academic professional in relation to others in the field or subfield who are at the same point in their careers;
5. Provide a summary recommendation as to whether you support the candidate’s promotion and/orcontinuing status at ASU;
6. Provide a summary recommendation as to whether you think the candidate would be promoted and/or receive continuing status at your institution;
7. Your selection as a reviewer of this file is based on the knowledge and appreciation my colleagues and I have for your work in this field. However, institutional consideration of the candidate’s case inevitably will entail review by people unfamiliar with this field of study and your own work and achievements. To assist those individuals in assessing the information you provide, please include a copy of your curriculum vita to familiarize those reviewing this file with your background and accomplishments.

Please return your letter and copy of your current CV no later than \_\_\_\_\_\_\_\_\_\_\_ (date). If you have any questions or if you need further information, please feel free to contact me by phone at (480) 965- \_\_\_\_\_\_\_\_or by e-mail: \_\_\_\_\_\_\_\_\_\_@asu.edu.

Thank you very much for taking the time to convey your professional evaluation.

Sincerely,

Chair/Director

Enclosures