

SAMPLE LETTER TO AN EXTERNAL EVALUATOR

The format of the sample letter is not required, merely suggested. Modifications may be needed to reflect variations across the university based on the type of scholarly activity.

If a unit wishes to use a different format or to seek different information, it should fully consider both how evaluators are likely to respond to such a request, given the time provided to respond and the Public Records Act, and how much information the evaluator has on which to base the requested assessment.

The Department of XXX is considering Dr. Doe for promotion to the rank of associate professor with tenure [professor]. Dr. Doe's performance in teaching, research and service will be evaluated at the department, college and University levels to determine whether promotion and tenure [promotion] will be granted. I am asking you only to provide a critical assessment of Dr. Doe's research.

Enclosed you will find a copy of Dr. Doe's curriculum vitae and copies of the following papers:

Would you please comment in some detail on the significance of the overall research program as well as on individual papers, including the scientific merit of the work, its originality, and its impact on the field of study? In addition, how would you compare Dr. Doe to other researchers in this field at the same stage of career development?

Please don't comment on whether Dr. Doe should be promoted and tenured [promoted] at Ohio State or would or would not be promoted and tenured [promoted] at your institution. We must make this assessment based on the total record, not just on research, and on our own criteria and standards.

Under the Ohio Public Records Act all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to lawful requests to the university for viewing and/or copies. While we cannot promise confidentiality, these documents are rarely requested. In the unlikely event that anyone requests access to the information you provide, we will inform you in writing of the request and the source of the request.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to evaluate this candidate or if you have any questions about this process, please contact me at [phone number/email address] immediately. I would appreciate receiving your response by [date].