Dear (name):

 The (department) of the (college/school/faculty) is considering the promotion of untenured (current title and name) to (title) without tenure effective (date).

 To assist the department and the University in this consideration, it is the University's practice to solicit written evaluations from specialists outside the University in the candidate's field. These letters are essential in assisting us to evaluate Professor (name)'s achievements and professional standing in comparison with colleagues in (his/her) field.

 I am writing to ask if you would send me a confidential letter assessing Professor (name)'s (scholarship/teaching achievements/artistic accomplishments/ achievements in clinical practice/achievements in professional practice). We would especially like your evaluation of the originality and quality of (his/her) achievements, their impact upon the field, and the value of (his/her) contributions to the profession. We would also appreciate your assessment of Professor (name)'s accomplishments relative to others in comparable positions in the discipline nationally and internationally, as well as your judgment of whether (his/her) work meets the requirement for someone being considered for promotion at your institution. In addition, if you are able to comment upon Professor (name)'s teaching and/or service to the profession, we would appreciate receiving your assessment in these areas.

 We would also appreciate it if you would provide us with a short biosketch, including a brief description of your areas of expertise and current research interests, and/or curriculum vitae.

 Finally, please advise us of your relationship to the candidate, if any, and the prior basis of your knowledge of the candidate’s work, if any.

 For your information, I am enclosing a copy of Professor (name)'s curriculum vitae. If you would like to have copies of any of the publications beyond those which I have enclosed, I will be happy to send them to you. Because our departmental deliberations must be concluded by (date), I would appreciate your response by no later than (date). If you are unable to respond by then, please let me know.

 I want to assure you that the University will make every effort to maintain the confidentiality of the letter you write. Let me express in advance our deep appreciation for your assistance in this matter.

 Sincerely,

 (Chairperson)

Enc.