

APPENDIX E-1

**THE TEXT OF THIS LETTER CANNOT BE MODIFIED WITHOUT APPROVAL
OF THE CHANCELLOR**

SAMPLE LETTER – SOLICITATION OF EXTERNAL CONFIDENTIAL
EVALUATION FOR INDIVIDUALS WHO ARE MEMBERS OF THE
TEACHING, RESEARCH and PROFESSIONAL PRACTICE FACULTY, and
CLINICAL FACULTY

Please ensure you are in receipt of a signed Form 2 before sending this letter.

*(For individuals who are candidates for promotion equivalent to the rank of Distinguished
Professor, refer to Appendix E-II)*

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, including, when relevant, from public/community partners with
expertise in publicly-engaged/community-engaged projects relevant to the candidate's
work. These letters are essential in assisting us to evaluate Professor (name)'s
achievements and professional standing in comparison with colleagues in their 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 their achievements, their impact upon the field,
and the value of their 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 their work meets the requirement for someone being considered for promotion at
your institution.

If the candidate's scholarship features elements of public/community engagement (this may
not be applicable to all candidates), please provide your evaluation of the rigor and
integration of discipline-related expertise; the quality and integrity of collaboration with
public/community partners; the tangible benefits and/or dissemination to the
public/community; contributions to the scholarship, policy, and practice. Detailed
guidelines for evaluating such scholarship may be found here: [PES and CES Guidelines
\(March 25 2024\).pdf \(rutgers.edu\)](#)

If you are able to comment upon Professor (name)'s teaching and/or service to the
profession, or other collaborations with the community, we would appreciate receiving
your assessment in these areas.

Please 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.