

APPENDIX E-II

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

SAMPLE LETTER – SOLICITATION OF EXTERNAL CONFIDENTIAL
EVALUATION FOR INDIVIDUALS WHO ARE CANDIDATES FOR PROMOTION
EQUIVALENT TO THE RANK OF DISTINGUISHED PROFESSOR

Dear (name):

The (department) of the (college/school/faculty) is considering the promotion of untenured (current title and name) to untenured Distinguished (title) effective (date). The designation of Distinguished (title) is reserved for those selected faculty in the University who have achieved scholarly eminence in their discipline and fields of inquiry. The standard for promotion to Distinguished (title) is significantly higher than that applied to promotion to (current title).

The most significant area of consideration for promotion to Distinguished (title) is (scholarship/teaching/artistic accomplishment/clinical practice/professional practice). Only those faculty who have demonstrated outstanding achievement in that area by earning significant recognition inside and outside the University are eligible for promotion to Distinguished Professor. Typically, such recognition is reflected in clearly demonstrable national and international reputation in one's discipline.

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 (title and name)'s (scholarship/teaching/artistic accomplishments/clinical practice/professional practice) and professional standing in comparison with colleagues in their field. I am writing to ask if you would send me a confidential letter assessing (title and name)'s accomplishments in accordance with the standard described above. I would also appreciate your comments on whether their work would meet the requirements 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 collaboration 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 basis of your prior knowledge of the candidate's work, if any.

For your information, I am enclosing a copy of (title and 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.