

APPENDIX E  
**THE TEXT OF THIS LETTER CANNOT BE MODIFIED**  
SAMPLE LETTER – PRELIMINARY SOLICITATION OF SERVICE AS EXTERNAL  
CONFIDENTIAL REFEREE

*Please ensure you are in receipt of a signed Form 2 before sending this letter.*  
(may be sent via e-mail)

Dear (name):

We are reviewing the dossier of (name), currently untenured (title) at Rutgers University for potential promotion to the rank of untenured (title). I am contacting you in my role as department chair to ask if you would be willing to review Professor (name)'s scholarly materials and provide us with a substantive and rigorous evaluation of their work.

If you agree to help, we will send you the official request, Professor (name)'s cv, samples of their research. We would need to receive your evaluation by (date), and we ask that you consider the specific questions in the cover letter as well as all of the materials that we will send you.

At this time we ask that you respond no later than (date), only to indicate whether or not you are able to participate in the evaluation. In fairness to the process, any substantive comments to be presented to our committees of evaluation must be based on a reading of the full packet of materials mentioned above.

Your evaluation letter will be maintained in confidence as stipulated by University policy, and it is important to the integrity of our process that this request be kept confidential.

Thank you very much for considering this request.

Sincerely,

(Chairperson)