

APPENDIX G-1

**THE TEXT OF THIS LETTER CANNOT BE MODIFIED WITHOUT APPROVAL
OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS**
SAMPLE LETTER A – SOLICITATION OF EXTERNAL CONFIDENTIAL
EVALUATION FOR INDIVIDUALS WHO ARE MEMBERS OF THE GENERAL
TEACHING/RESEARCH FACULTY

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

(For individuals who are candidates for promotion to Distinguished Professor, refer to Appendix G-II)

Dear (name):

The (department) of the (college/school/faculty) is considering the promotion of (tenured/untentured) (current rank and name) to (associate professor/professor) (with/without tenure) effective July 1, 20_.

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 scholarly 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. 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.

[For candidates submitting Supplemental Form 2 and checking 'yes' to question 1, please insert the following but please be sure to remove any academic year not identified by the candidate on such form:] Please take into account the impact of the COVID-19 pandemic on the candidate's scholarship, teaching, and/or service for academic year 2019/2020 and academic year 2020/2021, as may be reflected in the record under review.

[For candidates submitting Supplemental Form 2 and checking 'yes' to question 2, please insert the following:] Also, please be advised that the record of a faculty member opting to have time excluded from the probationary period due to (i) the COVID-19 pandemic, (ii) a parental or medical leave of absence, or (iii) a leave of absence without pay, is to be evaluated in the same manner as the record of a faculty member without such an exclusion. Please note that in acknowledgement of the potential impact of the COVID-19 pandemic, Rutgers University provided opportunities for probationary faculty to exclude academic year 2019/2020 and/or academic year 2020/2021 from their probationary period, in addition to other available options to exclude time due to a leave of absence.

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.

**THE TEXT OF THIS LETTER CANNOT BE MODIFIED WITHOUT APPROVAL
OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS
SAMPLE LETTER B – SOLICITATION OF EXTERNAL CONFIDENTIAL
EVALUATION FOR INDIVIDUALS WHO ARE MEMBERS OF THE GENERAL
TEACHING/RESEARCH FACULTY AND WHO ARE BEING EVALUATED UNDER
THE TEN-YEAR RULE**

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

(For individuals who are candidates for promotion to Distinguished Professor, refer to Appendix G-II)

Dear (name):

The (department) of the (college/school/faculty) is considering the promotion of (tenured/untentured) (current rank and name) to (associate professor/professor) (with/without tenure) effective July 1, 20_.

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 scholarly 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. 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.

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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.

Professor (name) is being evaluated under the University's "Ten-Year Rule." Under the "Ten-Year Rule," a faculty member who has been at the rank of Associate Professor for ten or more years after the grant of tenure may request that the balance among the criteria applicable to her/his appointment be altered to provide increased consideration to excellent and significant contributions to teaching and to service. The altered balance among the criteria has been interpreted to mean that the longer in rank after ten years, the more significance is accorded to teaching and service.

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.

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candidate on such form:] Please take into account the impact of the COVID-19 pandemic on the candidate's scholarship, teaching, and/or service for academic year 2019/2020 and academic year 2020/2021, as may be reflected in the record under review.

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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)

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