

APPENDIX G

**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 (tenured/untentured, rank) at Rutgers University for potential promotion to the rank of (tenured/untentured, rank). 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 and 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.

*[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.

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)