

Sample Letter Sent from Department Chair to External Reviewer

Thank you for agreeing to review the research record of [name of candidate], who is a candidate for [tenure and/or promotion] to [senior lecturer / assistant / associate professor / professor] in the Department of [department name], here at the University of South Alabama. Being mindful of your valuable time, I appreciate your willingness to help us. I ask that you only examine the enclosed materials and evaluate the quality and significance of the [research / creative work]. If you are aware of impact this work has had on others, I would like to know that as well.

Quantity is not an issue here. We will evaluate that ourselves in the context of the demands on our faculty. Moreover, *I am not asking you to judge whether [candidate's name] would be eligible for advancement at your institution.* This part of the job is ours, and we do not expect you to do it for us. I would be grateful if you would respond by November 10, 200[]. In accordance with the rules of the College of Arts and Sciences, [candidate's name] may be given your name as one of the external reviewers, but not your comments.

If you have any questions or if I can be of service to you in any way, please do not hesitate to ask. Once again, let me thank you for your help.