Model Letter Requesting External References for Promotion to Associate Professor W/Tenure or Tenure at Associate Professor Level

(Date)

(Name)
(Department)
(School)
(Street)
(City, State, Zip)

Dear Dr. (Name):

Dr. (Name), currently an (Assistant/Associate) Professor of (Discipline), is being considered for (promotion to/promotion and tenure at the rank of/tenure at the rank of) Associate Professor at Michigan Technological University. To aid us in the review process, I would be grateful if you would provide a written evaluation of Dr. (Name), stressing the areas outlined below. Our promotion policy places significant emphasis on reviews by leading professional and scholarly individuals outside of this university.

To assist you in the process, we have included Dr. (Name)'s complete curriculum vitae, as well as copies of some selected significant publications. Dr. (Name)'s primary professional and scholarly contributions have dealt with (areas of expertise) as it relates to (department).

In addition to effective teaching, which is evaluated internally, the promotion criteria require an individual to have a significant record in the following areas:

- Scholarly achievement: publications, presentations, and external funding record.

- Professional activity: professional society involvement, organization of workshops, symposia, consulting, etc.

Scholarly achievement and professional activity are defined as significant if they result in national/international recognition by a meaningful number of peers in the individual's area of specialization. It is in these areas that your evaluation is most desired, although any additional information pertinent to the review would also be appreciated. We do not expect that you will have first-hand knowledge of Dr. (Name)'s teaching abilities, and, therefore, do not expect any comments in this regard. You are, however, invited to comment on this aspect if you are so inclined, particularly if you are familiar with Dr. (Name)'s oral presentations at national/ international meetings.
It would be particularly useful if you could consider the following specific issue in your evaluation.

The quality as well as the quantity of Dr. (Name)'s achievement and/or professional activity as delineated above. Specifically, do you think that Dr. (Name) has made significant progress toward becoming nationally known by his/her professional peers.

We recognize and appreciate the time you must take from a busy schedule to help us with this important task, which we wish to complete by [insert department due date].

Sincerely,

(Department Chair)
(Rank and Title)
(Department)

Enclosures