

MODEL LETTER SOLICITING EXTERNAL REVIEWS

DATE

NAME

ADDRESS

CITY STATE

Dear NAME:

I want to thank you for agreeing to assist us by providing an assessment of the work of {NAME OF FACULTY}, a candidate for {PROMOTION TO ASSOCIATE OR FULL PROFESSOR AND/OR TENURE}.

Enclosed you will find a copy of {NAME OF FACULTY} current vita and a statement that s/he wrote identifying his/her most significant work and indicating why s/he thinks it is significant and what its impact is or will be. I have also enclosed a copy of the waiver form signed by {NAME OF FACULTY} indicating whether s/he has waived his/her rights to read the external reviews in his/her file, to write comments on them to be included in the file, and to know the identity of those who submit reviews. {NAME OF FACULTY} signature indicates that s/he {DESCRIBE THE WAIVERS, IF ANY, THAT THE CANDIDATE HAS SIGNED}. {IF THE CANDIDATE HAS WAIVED ANY OR ALL OF THE RIGHTS INCLUDE THIS STATEMENT} We will keep the described material and/or information confidential to the extent permitted by law if {NAME OF FACULTY} has signed the relevant waiver.

We seek an objective assessment of the quality and significance of {NAME OF FACULTY} work, especially the work s/he discusses in his/her statement. In your professional judgment, what is the nature and extent of {NAME OF FACULTY} contributions? Based on your assessment, how do you rate his/her potential for sustaining and exceeding what s/he has done thus far? Your letter will become part of {NAME OF FACULTY} file as a candidate for {PROMOTION AND/OR TENURE}. This file is evaluated by the appropriate faculty in our department, the College Executive Committee and Dean, the Senior Vice Chancellor for Academic Affairs, the Chancellor, the President's office, and the Board of Regents.

Enclosed for your review are {department to indicate materials being sent}(for example, copies of published research and grant proposals, teaching or outreach portfolio, etc.) related to the work s/he discusses in his/her statement.

Please begin your review by identifying your current rank and institutional affiliation and the relationship, if any, that you have with {NAME OF FACULTY} (e.g., dissertation advisor,

current of past collaborator, or former colleague). Again, your name will be kept confidential to the extent permitted by law if {NAME OF FACULTY} has signed the relevant waiver.

I know that writing reviews is time-consuming and I thank you for your help. If at all possible, we would like to receive your assessment of {NAME OF FACULTY} work by {AN APPROPRIATE DATE GIVEN THE UNL AND COLLEGE PROMOTION AND TENURE SCHEDULE}. We must submit our recommendations on {NAME OF FACULTY} candidacy to the College by {DATE}. You may send the review to me by letter to the above address, by FAX to {FAX NUMBER}, or by e-mail to me at {E-MAIL ADDRESS}.

Again, thank you for your assistance.

Sincerely,

{NAME}
Professor and Chair