

External Letters

Sample Tenure Promotion Letter

Dear Reviewer:

“Dr. xxxx is a tenure track Assistant Professor of xxxx in the Department of xxxx within the College of xxx at Rochester Institute of Technology. S/he has held this appointment since joining the RIT faculty in aa bb 20xx. As part of the tenure and promotion process at RIT, each untenured faculty member is required to go through a tenure review. This review provides the university with important information on the record and level of achievement of the faculty member in meeting tenure criteria.

An important element of this process is the solicitation of input from prominent scholars like yourself.

For candidate recommended reviewers: Dr. xxxx has provided your name to us as a potential external reviewer and someone who can comment on the significance, coherence and quality of his/her scholarly contributions.

For off-list reviewers: Like many institutions, we rely upon the expertise of external reviewers to help us assess the merit of a candidate’s work and contributions to the field. You have been identified as someone with expertise in the same general area of research as Dr. xxxx; thus, we are writing to you to request your opinions with respect to the significance, coherence and quality of his/her scholarly contributions.

We are aware of the amount of time that an assessment like this requires and know that you understand the importance of this review. The review you send will be considered completely confidential; seen only by [the tenured faculty members in Dr. xxxx department], the Tenure Committee, The Dean of the college and the Provost of RIT. A 2-3 page review should suffice and can be submitted in hard copy or electronically in PDF format with your digital signature included.

In preparing a review, it is often helpful to know something about the XXXXX College (Academic Unit). We are one of RIT’s 9 colleges and our mission is to XXXXXX. A more detailed overview of the College and its mission may be found on our website: <http://www.xxxxx>

As you review Dr. xxxx, please keep in mind that because of our emphasis on teaching, tenure track faculty carry an xxx course teaching load per term. (If appropriate) add: “In addition, we have portfolio model for faculty workload and Dr. xxxx is on the xxx portfolio. This means (insert description here if appropriate”).

For purposes of your review, we have included the following links:

- Candidate's CV
- Web enabled link to the candidate's scholarly works
- College's scholarship expectations for tenure

As you review these materials and address the candidate's scholarly contributions, we ask that you provide specific commentary in the following areas:

1. Do you know the candidate and if so, for how long and in what capacity?
2. How would you assess the candidate's contributions to the discipline (publications, conference proceedings, conference presentations and contributions to professional organizations) in terms of significance and impact as well as potential for continued future contributions
3. Do you have other comments or observations you feel would be helpful to the committee?"

In order to give your assessment full consideration in our deliberations, we would appreciate receiving it no later than aa bb 20xx. Please also include your own resume or CV.

Please send to: xxxxxx

If you are unable to provide feedback to the committee, please let us know as soon as possible by contacting xxx by e-mail, (xxxxxx@rit.edu).

We are grateful for your time and effort in responding to this request. It will be an important component in this evaluation.

Please feel free to contact us if you have any questions as you prepare your response.

Signed by

Department Chair and Dean or Chair of Tenure Committee (See Issue #2 below)