



External Letters:

Considerations and Suggestions

# Suggested Information in Letter

- Area 1: Introductory Information
  - Candidate discipline, rank, department
  - Scope of External Review
  - Purpose of Review: Mid-Tenure or Tenure/Promotion
  - Confidential nature of review
- Area 2: Background on RIT and College
  - College Mission
  - Teaching load and workload profile
  - College Tenure Policy and Scholarship Criteria

# Suggested Information in Letter

- Area 3: Specific Questions to be Answered
  - Knowledge of Candidate and in what capacity
  - Assessment of Candidate's scholarship (significance and impact) and contributions to discipline
- Area 4: Closing Information
  - Deadlines
  - Copy of Reviewer's CV
  - Appreciation