Sample Letter to External Evaluator

Dear Dr. XXXXXX:

Dr. XXXX XXX is due to be reviewed for Associate Professor in academic year YYYY-YYYY. I am writing to request your confidential evaluation of the qualifications of Dr. XXX for promotion to the rank of Associate Professor of XXXX with Tenure.

In accordance with Appointment, Promotion, and Tenure Policy and Guidelines adopted by the University of Maryland, College of XXXX and Department of XXXX at College Park, I am required to indicate the criteria for promotion and request your evaluation of the following:

• the quality of the publications of the candidate,
• the impact of the candidate’s research,
• the quality of the journals in which the candidate has published,
• the potential for future contributions,
• the candidate’s service to the profession,
• the candidate’s teaching abilities and performance,
• how the candidate compares to others in the field at a comparable stage in their careers and whether or not you would recommend promotion/tenure at your institution (this is an important component in your considerations),
• the nature of your professional interaction with the candidate, if applicable,
• potential clarification of the candidate’s collaboration with other scholars in his/her field.

To assist in your evaluation, I am enclosing the following information: Dr. XXX’s latest curriculum vitae and personal statement, copies of the [X number of] papers listed below selected by Dr. XXX, and a brief summary of the promotion criteria.

I realize that this information is rather extensive and will require considerable effort on your part to review. However, your assistance in helping evaluate Dr. XXX’s credentials will be greatly appreciated and will constitute an important element in the overall evaluation. I would be very grateful if you could respond to us in writing no later than .......... If possible, would you send your reply electronically to ........@umd.edu as an attachment?

Sincerely,

XXXX X. XXXXXXX
Chair, APT Committee
Department of XXX

enclosures: CV, personal statement, publications (please list), Department promotion criteria