

Example Letter for External Reviewers

Dear _____

Thank you for agreeing to provide a written external review of the scholarship and professional activities of _____, who is currently under consideration for (promotion/tenure) at Ohio Wesleyan University. In evaluating candidates for (promotion/tenure), the Faculty Personnel Committee seeks input and collects information from a wide variety of sources. Your letter of external review will provide the committee with the assessment of an expert in the candidate's field, one of the many important sources used in the evaluation. We appreciate your willingness and cooperation in providing us with a candid and confidential assessment of _____'s scholarly/professional work.

The following materials are enclosed herein to facilitate your evaluation:

- A copy of _____'s curriculum vitae.
- A selection of the candidate's recent scholarly work.

In evaluating _____'s work, please address and consider the issues below. Please limit your assessment to the quality and importance of the scholarship. Please do NOT provide your opinion as to whether or not the candidate should be (promoted/tenured).

- Do you know the candidate? If so, explain your relationship to the candidate.
- What is your assessment of the quality and importance of the candidate's research/scholarship/creative activity (publications, performances, professional engagement, etc.)?
- Comment on the quality and appropriateness of the venues in which the candidate's work has appeared.
- Discuss the significance of the candidate's other contributions to the profession.

Please feel secure in the knowledge that your letter will be treated with the utmost confidentiality insofar as is legally possible. Access to your letter is limited to the seven faculty members of the Faculty Personnel Committee, the Provost and the President.

In addition, we trust that you will maintain absolute confidentiality with the information and materials contained in the candidate's personnel file. The materials should neither be quoted nor disseminated.

Thank you for your timely completion of this external review. Your assistance in this important decision is greatly appreciated.