

## Sample Letter to Internal/External Evaluators

**NOTE TO DEPARTMENT CHAIRS:** A short paragraph should be included in the dossier describing the accomplishments and status of each of the external reviewers and the basis for their selection.

*DATE*

*NAME OF REFEREE*

*ADDRESS*

*ADDRESS*

Dear [*REFEREE*]:

Professor [*CANDIDATE'S FULL NAME*], in the Department of [*X*] at the University at Buffalo, is a candidate for promotion to the rank of [*associate professor with tenure, full professor*]. To inform the process, the university requires that we solicit recommendations from prominent scholars in the candidate's field. Your counsel as a leading colleague would be exceptionally helpful in our assessment of Professor [*CANDIDATE'S LAST NAME*] case, and I would be grateful for your participation.

Should you agree to write an evaluation, please consider the following items in your response:

1. Professor [*CANDIDATE'S LAST NAME*] curriculum vitae;
2. Copies/abstracts of selected recent scholarship or creative activity;
3. Teaching Portfolio (15-20 pages maximum).  
[**APPLIES TO INTERNAL EVALUATORS ONLY**]

We would appreciate comments that address five basic areas of concern:

1. Has the candidate's scholarly and/or creative work gained national or international recognition for excellence? What is the importance of this work within his/her area of specialization? Can you comment on the candidate's role in any collaborative work?
2. Does the candidate's scholarly and/or creative work compare favorably with other individuals at the same phase of their career in leading institutions? What is your estimate of the candidate's potential for future growth and continuing scholarly/creative contribution?

3. How would you evaluate the teaching portfolio? Is the subject matter of the courses current and appropriate? Do the curricular goals and strategies appear reasonable? Are the students well served?  
**[APPLIES TO INTERNAL EVALUATORS ONLY]**
4. If applicable, how would you assess the candidate's public and professional service, the application of his/her academic expertise towards improving society's welfare or the welfare of the profession?
5. In your opinion, are the candidate's accomplishments of the same caliber as those in the discipline who have recently been promoted to associate or full professor in departments and professional schools at other leading research universities?

We welcome additional comments that address other topics or draw from other sources than those listed.

In order to clarify the context of your evaluation, please indicate if you know Professor [*LAST NAME*] and in what capacity.

I know your time is at a premium. Nevertheless, I hope you will agree to participate in this important process. In order to meet the requirements of our promotion calendar, it must reach us by [*DATE*] at the latest. In accordance with university policy, Professor [*LAST NAME*] will not have access to your letter unless you give explicit permission on the accompanying form, or unless disclosure should be ordered by a court or other regulatory or adjudicating body. Please return the form, indicating whether (1) candidate may not have access to your letter, (2) may have access to your letter in its entirety as you have written it, or (3) may have access to your letter with all references to the author's identity removed.

I look forward to hearing from you.

Cordially,