**External Evaluator Solicitation Letter Template**

[date]

[address]

Re: Proposed promotion of [candidate name, degree, current academic rank] to Assistant, Associate, Full Professor in the Department of [name of department].

Dear [name of evaluator],

Would you be willing to evaluate Dr. [candidate name or Professor XX]’s qualifications for promotion to the rank of assistant, associate or full Professor? I know that formulating a well-considered response to such a request is no small task. Your response will be carefully reviewed and treated as an important factor in reaching a decision that is in the best interests of Dr. [candidate name or Professor XX] and Boston University.\* Please note that there is no tenure at Boston University Medical Campus that includes Boston University School of Medicine.

With this letter, we have enclosed a copy of Dr. [candidate name or Professor XX]’s curriculum vitae, copies of representative publications and the promotion criteria. [If appropriate: indicate the nature of Dr. [candidate name or Professor XX]’s working conditions: e.g. teaching duties, administrative roles, other service, restrictions on academic activities/roles, and any contextual information for the department/school that merits mention.] Please contact me if you require further information.

We seek a specific unbiased and impartial evaluation, including a judgment of Dr. [candidate name or Professor XX]’s accomplishments and impact as a researcher and scholar. *We ask that you begin by describing any relationship and/or interactions you might have with Dr. [candidate name or Professor XX].* After that, please help us by addressing the following questions and topics in your evaluation of Dr. [candidate name or Professor XX]:

1. What is the scholarly and/or creative work that has earned them national/international recognition?
2. How do they compare to others at similar stages in their careers and to the best [researchers/scholars] in the field when they were at a comparable stage? Specific comparisons are often helpful.
3. How would you rate their future promise?
4. We would appreciate your comments on the candidate’s service to the profession at the local, national or international level.
5. Do you have first-­‐hand knowledge of the candidate’s effectiveness as a teacher or mentor? If so, we would appreciate your insights on those activities as well.
6. Finally, we would greatly appreciate your candid opinion as to whether Dr. [candidate name or Professor XX] would be promoted to assistant, associate or full Professor at your institution.

Please accept my sincere gratitude for undertaking this task. Please send your letter by [date]. If you are unable to provide the evaluation, please let me know as soon as possible.

Thank you very much for your participation in this process.

Sincerely,

Name

Chair, Department of [Department]

*\*Your letter will be treated as confidential to the fullest extent allowed by law and will be made available only to University personnel participating in the review process. Our policy is to treat the input from external reviewers in faculty evaluations with the highest degree of confidentiality. This includes taking the necessary legal steps, when appropriate, to resist attempts to breach the confidentiality of such records and, if disclosure is compelled by a court, to limit its scope as much as is feasible.*

Enclosures

CV

PDFs of key papers

Promotion criteria

12.12.19