

May 2017

SAMPLE LETTER TO EXTERNAL REVIEWERS

Dear Professor \_\_\_\_\_:

The Executive Committee of the Department of \_\_\_\_\_ at the University of Wisconsin-Milwaukee will consider Assistant Professor \_\_\_\_\_ for tenure and promotion to Associate Professor this semester. Our decision will be based on the candidate's accomplishments in research and scholarship, and on demonstrated teaching ability and service to the community, university and professions. (A copy of the "Criteria and Guidelines" that guide our decisions on such matters is enclosed). With respect to this process, the department executive committee seeks your confidential evaluation of materials that Dr. \_\_\_\_\_ has submitted for consideration.

We ask that you review Dr. \_\_\_\_\_'s curriculum vitae (enclosed), that you allow us to forward the materials he/she has submitted for consideration, and that you use these materials as the basis for composing a letter of evaluation and conclusion. The evaluative letter that we hope you will write should provide a detailed assessment of the candidate's scholarship and professional achievements, including the candidate's visibility and recognition in the field, his/her standing in the field compared to others of similar rank.

We would also like your conjecture regarding the candidate's potential for continued contributions. Additionally, we ask that you provide us with a current curriculum vita because reviewers outside your area of expertise will be considering your evaluation as they make their own determination regarding the promotion of the candidate. Your letter and resume will be handled with utmost confidentiality, consistent with the policies and procedures of the University of Wisconsin-Milwaukee.

We ask that you describe any past or present relationship with the candidate. We treat all outside reviews as confidential. The candidate will not be informed of your identity as an outside-reviewer and will not be permitted to read the contents of your letter.

External reviews are a critical part of the review process for promotion and tenure at UWM. We recognize the burden this request entails and sincerely thank you for your willingness to undertake such a time-consuming task.

Sincerely,

Department Chair