Sample Invitation Letter to Potential External Reviewer (may be sent by email)

Dr. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Department/School/Program of \_\_\_\_\_\_\_\_\_\_\_

University of \_\_\_\_\_\_\_\_\_\_\_\_

(Remainder of Address, if needed)

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing on behalf of the faculty in the Academic Component at Texas Woman’s University to request your professional assistance in the review of Candidate’s Name, who is being considered for promotion to rank and/or tenure at Texas Woman’s University. We are interested in your appraisal of Candidate’s Name research and scholarly/creative activities as well as her/his service to the profession.  For reference, following is a link to her/his web page at TWU:  https://twu.edu/specificnameandaddress

If you agree to serve in this capacity, on Friday, August xx, the following materials provided by the candidate will be sent to you: curriculum vitae; workload reports; recent reprints; and the candidate’s self-reflections on teaching, scholarship, and service. You will also receive a copy of the academic component and University promotion and tenure criteria.  Although you will not be asked to review the candidate’s teaching performance, the teaching self-reflection and workload reports for the period under review will provide context for your review of scholarship and service to the profession.

We do not ask external reviewers for recommendations on promotion or tenure since those decisions must ultimately rest upon a number of considerations, but your candid evaluation of the written work submitted in relation to the component and TWU criteria would be most helpful to our process.

You will be asked to begin your evaluation with a statement of how you know or do not know the candidate and his/her work. In this context, please address any circumstances that could raise questions regarding the impartiality of your evaluation. We will then ask that you address the overall quality of the candidate’s scholarship and service; their relationship to TWU criteria; and, as appropriate, the impact of Candidate’s contributions on her/his field. TWU policies require that you provide a copy of your vita. Please send it along with your evaluation letter.

The evaluation you provide will be considered confidential and will be accessible only to appropriate administrators and to TWU faculty members responsible for advising academic administrators on the promotion and/or tenure of the candidate. However, Texas has an Open Records Law that might permit your review to be accessible to the candidate and others.

In order to complete the candidate’s total review in a timely fashion, we will need your response by Friday, September XX.

If you are willing to provide this professional service to Candidate’s Name and Texas Woman’s University, we would be most appreciative.  Please let me know of your response by Friday, May XX.

Thanks and best wishes,

Signature

Director/Chair, Department

Texas Woman’s University

Remainder of address

Phone number