Dr. **XXX**,

One of our faculty members in [**Program**], **Dr. XXX**, is being considered for tenure and promotion to **Associate Professor**, and I am looking for an external reviewer for her materials. Your name was suggested by our department’s Performance Review Committee.

If you agree to serve in this capacity, the following materials provided by the candidate will be sent to you in August: CV, 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.

The evaluation you provide will be considered confidential and will be accessible only to appropriate administrators and to TWU faculty members on the Promotion & Tenure review committee.

I know that fall is a busy time for university professors. If you are willing to provide this professional service to **Dr. XXX** and Texas Woman's University, we would be most appreciative. In order to complete the candidate's total review in a timely fashion, we are hoping to have the completed review submitted by **[DATE]**.

Please let me know at your earliest convenience if you are able to assist us with this review. Thank you for your consideration.

**Your Information**