**SAMPLE LETTER TO EXTERNAL REVIEWERS**

[Date]

Appropriate inside address

Dear \_

In response to his/her request for tenure and/or promotion to the rank of Associate Professor (Professor), the Peer Review Committee of the College/Department of \_\_\_\_\_\_\_\_\_has initiated an external review of Dr. 's\_\_\_\_\_\_\_ credentials. Having identified you as a leader in the [INSERT candidate's field], the Committee is grateful for your willingness to provide a candid evaluation of Dr. \_\_\_\_\_ 's professional accomplishments based on an analysis of his/her curriculum vitae and a representative sampling of his/her work.

More specifically, as Dr. has purposely selected the enclosed materials in an effort to demonstrate *significant scholarship beyond publication of material contained in his/her dissertation (For Full Professor promotion an outstanding record as a scholar),* we are most interested in your assessment of the quality and impact of his/her scholarly and creative achievements. Put another way, of what importance has Dr.'s \_\_\_\_\_\_work been to the field of [[insert candidate's field]? Is it original and innovative or relatively commonplace and inconsequential? What is its potential--both realized and unrealized--for advancing theory, research, or practice? Has Dr. \_\_\_\_ attained a position of academic distinction as evidenced by publication in highly regarded, refereed journals and presentation at major conferences?

In sum, we are requesting an appraisal that focuses on the candidate's record of performance as a scholar, rather than his/her teaching or service contributions. Moreover, we would prefer that you *not* comment on Dr. \_\_\_\_\_'seligibility for tenure and/or promotion at Cleveland State or any other university. Your letter will become part of the documentation that those charged with responsibility for making recommendations regarding the candidate's qualifications for promotion and tenure will examine. In keeping withOhio law, please note that confidentiality cannot be guaranteed.

CSU uses an eDossier system for our promotion and tenure reviews. In order that we may meet University deadlines governing our internal review process, we ask that you submit your comments to us by [insert date]. If you are willing to serve as a reviewer, please email me separately to send a copy of your current CV [ *If your college provides an honorarium or other gift include the following: "*and personal mailing address so that we may send you [insert how your department/college processes payment of honorarium"], as a small token of appreciation for your review

Again, many thanks for your assistance; your kindness in agreeing to evaluate Dr.\_\_\_'s materials is most appreciated. Should you have any questions, please do not hesitate to call me at – [INSERT PRC CHAIR CONTACT INFORMATION].

Sincerely,

[Insert name of Chair of the Depart/School/College PRC Chairperson, Depart/School/ College Peer Review Committee]

[Insert name of Chairperson/ School Director, Depart/School of \_\_\_]