*<date>*

*<External Evaluator (EE) Name>*

*<EE Address>*

*<EE City, State, Zip>*

Dear Professor *<EE Name>:*

*<Candidate Title & full name>* is under consideration for *<tenure as [ranked title]; promotion from Assistant Professor to Associate Professor with tenure; promotion from tenured Associate Professor to Professor>* at the University of Missouri-Kansas City. Evaluation of the faculty member for *<promotion; promotion and tenure; tenure>* includes consideration of *<performance in research, teaching, and service to the University, the public, and the profession)>*. A copy of UMKC’s Chancellor’s Memorandum #35, which describes the University’s promotion and tenure process, as well as the specific *<Unit and/or Department>* and UM System criteria and procedure are enclosed with the candidate’s portfolio, and should be used as the basis for your recommendations as compared to the evidence presented as the candidate’s qualifications for promotion and/or tenure.

The opinions of persons in similar fields external to the University of Missouri-Kansas City are valuable in helping us evaluate faculty performance for promotion and tenure based on the candidate’s record in research, education, and service. The attached electronic portfolio was prepared by the candidate, and contains the following:

* **Part 1 P&T Form** (outline of candidate’s work and accomplishments relative to the requirements of promotion and/or tenure)
* **Curriculum Vita** (comprehensive outline of candidate’s career work and accomplishments)
* **Selected Samples of Scholarly Publications** (designated by the candidate as his/her most significant works)
* **Selected Samples of Teaching Materials** (including course descriptions and syllabi, student evaluation summaries, and course development)
* **Selected Samples of Service** (includes service to the University, the public, and the profession)
* **Other Information** (provided by candidate as relative to *<his/her>* academic performance)

The electronic portfolio is best viewed using the latest version of the **Adobe Reader** software (free download available at <http://get.adobe.com/reader/>), to avoid distortions of the portfolio’s original format. Please click on the **View** option at the top file menu, then **Portfolio>layout or detail** view for the easiest method of accessing and opening documents within the portfolio. The files open first in preview format, but we highly recommend you open each document by clicking the “Open Document” link in the upper right section of the Preview pane for optimum results. Most all the documents within the portfolio are combined PDF format; click on the bookmark icon on the left of each file to view a complete menu of the file options within each document, each of which are clickable to allow you to jump directly to the items you wish to view. This is an electronic portfolio intended to be viewed electronically and equipped with several hyperlinks to view documentation relevant to, but too large to contain within, the portfolio. It is not intended to be printed.

Thank you for agreeing to comment about the quality of *<candidate name>*’s work and how the candidate is regarded by professional peers. Via this letter, the Promotion and Tenure committee requests that you prepare a written evaluation of the candidate’s tenure dossier.

Your letter should be a forthright and honest assessment of the candidate’s scholarly record and research independence, signed and prepared on your official letterhead. It will be available to *<faculty and administrative review committees in the [Department Name] and in the [Unit Name], and academic campus committees and reviewing administrators>* at the University of Missouri-Kansas City. The candidate will not see it unless there is formal external appeal of the final promotion and tenure decision. Your response should include, but not be limited to, the following information and questions:

1. Please identify your professional credentials (attach CV/resume).
2. Disclose any personal or professional contact or relationship you may have had with the candidate.
3. In your opinion, what is the significance of candidate’s work in relation to the field he represents?
4. Does candidate’s record demonstrate potential for future growth and recognition in his field?
5. Please clearly state your recommendation as to whether you do or do not support the requested action based upon their overall qualifications for *<tenure as [ranked title]; promotion from Assistant Professor to Associate Professor with tenure; promotion from tenured Associate Professor to Professor>* and the criteria provided to assess their qualifications.

Please scan your signed letter, save as PDF file, and email to me with your CV/resume to *<email address>*. If you prefer, you may send the original paper letter with to my address shown below. A self-addressed, stamped envelope is attached for your convenience.

Your assessment will be most helpful in the decision making process on the candidate. It is important that your response be returned no later than *<date>*, so we may begin our internal review process this fall. I appreciate your assistance in this endeavor.

Sincerely,

*<Name>*

*<Title>*

*<Mailing Address>*

*<Email Address>*

*<Phone>*