<Date>

<Evaluator Name, Title>

<Institution & Mailing Address>

[<Email](mailto:wittep@umkc.edu) address>

Dear <Name>,

On behalf of the Department of <Dept> in the University of Missouri-Kansas City’s <Unit>, I am writing to request your service as an external reviewer for <Candidate Name> who has requested consideration for promotion from <Assistant, Associate> Professor to <Associate, Full> Professor <with tenure>.  As a major research institution committed to excellence, UMKC is making a concerted effort to promote the strongest candidates possible in each of its programs.  Accordingly, we would very much appreciate your assistance in evaluating the merits of <Assistant, Associate> Professor <Name>.

Our review procedures require that tenured specialists in the candidate’s field evaluate the candidate’s record. Neither the names of the referees nor the contents of their letters are shared with the candidate for tenure and promotion.  Should you accept to serve as an evaluator, your letter will be made available to the <Department and/or Unit> Promotion and Tenure Committee<s> in the <Unit>, and will become part of the candidate’s promotion and tenure portfolio which is reviewed at the unit and University levels.

We ask reviewers to do the following:

·         Provide a brief statement regarding any previous acquaintance with the candidate. *(It is not necessary to know the candidate already—indeed the evaluation is perceived to be more objective if there is no prior working history with the candidate.)*

·         Evaluate the candidate’s research/creative activity, publication/performance record, and service, with respect to their quality and impact on the candidate’s field.  The more detailed your analysis and evaluation of the candidate’s submitted materials, the more useful your review will be in our deliberations.

·         Evaluate the suitability of the candidate for tenure and promotion based upon our Department, Campus and UM System criteria.

·         Formulate a comparative judgment regarding the scholarly/artistic contributions of the faculty member in relation to other scholars/artists in the field who are at the same point in their careers.

·         Make a summary recommendation as to whether you support the candidate’s promotion and/or tenure.

·         Provide a copy of your vita.

If you accept this request, you will be sent the candidate’s promotion and tenure portfolio in **electronic format** which requires you download the most current version of the free Adobe Acrobat Reader software. If for any reason you are unable to accommodate an electronic portfolio review, please decline this request as we are unable to provide the portfolio to you in any other format.

In order to meet the Dean’s deadlines for my recommendation, I need to receive your letter by <date>, which may coincide with the demands of a new academic year at your institution.  For this reason, I can send the review materials to you as early as <June 15>, depending on what would work best with your schedule.

Thank you in advance for considering this request; please reply to this email within the next two weeks to confirm your willingness to serve as an evaluator.  Please also include verification of your tenure status and your preferred postal, phone, and email contact information.

Sincerely,

<Name>

Dean, <Unit>