*<date>*

*<External Evaluator (EE) Name>*

*<EE Address>*

*<EE City, State, Zip>*

Dear Professor *<EE Name>:*

Thank you for agreeing to provide an external evaluation of *<Candidate Title & full name>* a faculty member 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.

***Materials Provided***

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 and/or Creative Works** (designated by the candidate as his/her most significant work activities, accomplishments, and products)
* **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.

***Requirements of your letter***

Via this letter, the Promotion and Tenure committee requests that you prepare a written evaluation of the candidate’s dossier. Your letter should be a forthright and honest assessment of the candidate’s scholarly record in research/creativity, teaching, and service, signed and prepared on your official letterhead. Within research/creativity, we ask you to comment on the quality of *<candidate name>*’s work and how the candidate is regarded by professional peers. Your letter 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 a 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 the candidate represents?
4. Does the candidate’s record demonstrate potential for future growth and recognition in the candidate's field?
5. Please clearly state your recommendation as to whether you do or do not support the requested action based upon the candidate's 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 to my address shown below.

Your assessment will be most helpful in the decision-making process for this candidate. It is important that your response be returned no later than August 15, 2020, 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>*