

Model Letter Requesting External References for Promotion to Professor or Tenure as Professor

(Date)

(Name)

(Department)

(School)

(Street)

(City, State, Zip)

Dear Dr. (Name):

Dr. (Name), currently an (Associate Professor/Professor) of (Discipline), is being considered for (Promotion to/tenure at) the rank of Professor at Michigan Technological University. To aid us in the review process, I would be grateful if you would provide a written evaluation of Dr. (Name), stressing the areas outlined below. Our promotion policy places significant emphasis on reviews by leading professional and scholarly individuals outside of this university.

To assist you in this process, we have included Dr. (Name)'s complete curriculum vitae, as well as copies of some selected significant publications. Dr. (Name)'s primary professional and scholarly contributions have dealt with (areas of expertise) as it relates to (department).

In addition to effective teaching, which is evaluated internally, the promotion criteria require an individual to have a significant record in the following areas:

- Scholarly achievement: publications, presentations, and external funding record.
- Professional activity: professional society involvement, organization of workshops, symposia, consulting, etc.

Scholarly achievement and professional activity are defined as significant if they result in national/international recognition by a meaningful number of peers in the individual's area of specialization. It is in these areas that your evaluation is most desired, although any additional information pertinent to the review would also be appreciated. We do not expect that you will have first-hand knowledge of Dr. (Name)'s teaching abilities, and, therefore, do not expect any comments in this regard. You are, however, invited to comment on this aspect if you are so inclined, particularly if you are familiar with Dr. (Name)'s oral presentations at national/ international meetings.

It would be particularly useful if you could consider the following specific issue in your evaluation.

The quality as well as the quantity of Dr. (Name)'s achievement and/or professional activity as delineated above. Specifically, has Dr. (Name) achieved what you consider to be national recognition by his/her professional peers.

We recognize and appreciate the time you must take from a busy schedule to help us with this important task, which we wish to complete by [*insert department due date*].

Sincerely,

(Department Chair)

(Rank and Title)

(Department)

Enclosures