

Instructions to External Reviewers

September 16, 2002

Dear:

Thank you for agreeing to review the dossier of, candidate for continuing appointment and promotion to the rank of. Enclosed you will find a *curriculum vita*, statement of objectives and copies of publications. Also enclosed is a copy of the *Evaluation of Library Academic Faculty for Promotion and Continuing Appointment* for librarians at the University at Albany to be used for your evaluation. You are asked to base your evaluation on the documentation enclosed. Please address the areas of scholarship and service contributions to the University and the profession, relating them to effectiveness in librarianship as appropriate. Your evaluation should be developed in terms of our guidelines for application for promotion to the rank of *Associate Librarian*.

Your letter should be sent to Meredith A. Butler, Dean and Director of Libraries, University Library 123, University at Albany, State University of New York, 1400 Washington Avenue, Albany, New York, 12222, by.....

The policy of the University Libraries is that all solicited external reviews are confidential. However, the current Agreement between the State of New York and United University Professions requires all solicited evaluators to specify their preference regarding the confidentiality of their responses. In this context, we ask you to return this form or if your response is negative, your assessment will be considered confidential and will not be available to the candidate or the candidate's representative.

We would appreciate it if you would include a copy of your *curriculum vita* with your letter of reference and the confidentiality form. We would appreciate it if you would return the publications.

Again, our thanks for your help in the evaluation of this candidate.

Sincerely,

Geoff Williams, Co-Chair

Deborah LaFond, Co-Chair

APPENDIX D: SAMPLE LETTER TO OUTSIDE EVALUATORS

Dear Referee:

The Department of [*name of department*] is evaluating the academic and professional standing of [*name of candidate*], who is being considered for [*examples: tenure and promotion to associate professor; promotion to full professor*].

Since you are recognized as a leading scholar in [*name of candidate*]'s field, we would appreciate your assistance in assessing his/her record by providing us with a letter of evaluation. We have attached the following materials to help you in evaluating [*name of candidate*]'s record: (1) a curriculum vitae; (2) a summary of his/her workload assignment; (3) a statement in which he/she explains his/her scholarly and professional accomplishments, the goals that have guided them, and his/her future research agenda; (4) copies of University of Arizona departmental and college promotion/tenure criteria; and (5) a representative set of [*examples: articles; slides; tapes*]. If you would like to review additional materials, we would be happy to send them.

In your evaluation, we would appreciate your addressing how well you know the candidate and specific strengths and weaknesses of the candidate's research record, including especially the significance and impact of his/her contributions to the literature and to the field, recognition at national or international levels, and promise of sustained scholarly activity. Please also indicate whether you recommend that candidate be awarded [*examples: tenure and promotion to associate professor; promotion to full professor*] on the basis of your evaluation.

Please note that our criteria for [*promotion; promotion and tenure; tenure*] also include consideration of teaching and service. If you have information and recommendations based on these areas we appreciate your comments related to [*name of candidate*]'s teaching and service.

Your recommendation will be treated with the greatest possible confidentiality permitted by the Arizona Board of Regents' policy and applicable law. I am aware that your consideration and evaluation of the work of our colleague will require considerable time, and I greatly appreciate your willingness to assist us in this way.

We also would appreciate receiving a copy of your abbreviated curriculum vitae. Thank you for participating in this review. Please let me know if you have any questions about the process.

Date

SAMPLE LETTER #1
(for faculty)

Name
Address

Dear Professor _____:

On behalf of the Department of _____ in the College of _____, I am writing to request your service as an external reviewer for _____ **(candidate's name)** who has requested consideration for _____ **(promotion to the rank of associate professor, tenure, promotion to full, etc.)** Arizona State University, as a major Research institution committed to excellence, is making a concerted effort to promote and/or tenure the strongest candidates possible in each of its programs. Accordingly, we would very much appreciate your assistance in evaluating the merits of Professor _____'s record of research and professional service. Evaluations of the candidate's instruction are conducted internally, but if you have information about the quality of Professor _____'s contributions to pedagogy we welcome comments on that aspect of the candidate's case. **(This should be modified as necessary if the department is sending out instructional materials for review).**

Enclosed is Professor _____'s vita, copies of (his/her) major publications and papers, **(add personal statement if you are going to include it)**, and the department/unit promotion & tenure criteria. Our review procedures require that specialists in the candidate's field evaluate the candidate's research and professional service record. Neither the names of the referees nor the contents of their letters are shared with the candidate. Your letter of evaluation will be made available to the Promotion and Tenure Committee in the Department of _____, and will become part of the candidate's file reviewed by appropriate committees and administrators at the college and university levels.

We ask reviewers to do the following –

1. Provide a brief statement regarding your acquaintance with the candidate;
2. Evaluate the candidate's research, creative activity, publications, and professional service with respect to their quality and their impact on the candidate's field or subfield -- the more detailed your analysis and evaluation of the candidate's work the more useful your review will be to our deliberations;
3. Evaluate the suitability of the candidate for tenure **(continuing status if an AP)** and/or promotion based upon the enclosed criteria of our department here at ASU;

4. Formulate a comparative judgment regarding the scholarly contributions of the faculty member in relation to other scholars in the field who are at the same point in their careers;
5. Provide a summary recommendation as to whether you support Professor _____'s **promotion & tenure/promotion;**
6. Provide a copy of your curriculum vitae. Your selection as a reviewer of this file is based on the knowledge and appreciation my colleagues and I have for your work in this field. However, institutional consideration of Professor _____'s case inevitably will entail review by people unfamiliar with this field of study and your own work and achievements. To assist those individuals in assessing the information you provide, please include a copy of your vita to familiarize those reviewing this file with your background and accomplishments.

Please return your letter and copy of your current c.v. no later than _____ **(date)**.
If you have any questions or if you need further information, please feel free to contact me by phone at (480) xxx-xxxx or e-mail: jane.doe@asu.edu.

Thank you very much for taking the time to convey your professional evaluation; I can offer only my gratitude in return.

Sincerely,

Chair/Director

Enclosures

UCI LIBRARIES
LIBRARIAN SERIES
ACADEMIC REVIEW

SAMPLE SOLICITATION OF LETTER OF EVALUATION
FROM OTHER THAN A UCI LIBRARY EMPLOYEE

[Addressee, Address]

Dear :

[X's name, rank, step] is under review in the Librarian series in the Libraries of the University of California, Irvine, for the period from _____ to _____. In the University of California system, letters of evaluation from peers and colleagues are critical to the success of the review of librarians. A letter from you would contribute significantly to this review and would be very much appreciated.

Specifically, I would appreciate your confidential assessment of aspects X's performance about which you have direct knowledge and which are related to one or more of the criteria described in the enclosed *Criteria for Personnel Actions for the Librarian Series*. [*To person suggested by X, when relevant:* X has indicated that you can provide evaluative information on his/her work in _____. If you have directly observed his/her performance in _____ or in any other professional areas, additional evaluative information on this would be appreciated.] [*To person not suggested by X, when relevant:* I am particularly interested in your providing evaluative information on his/her work in _____. If you have directly observed his/her performance in any other professional areas, additional evaluative information on this would be appreciated.] If possible, evaluation of X's performance in comparison with librarians in similar institutions would also be helpful. For your convenience, I am enclosing X's vita.

Please note that I am not asking you to recommend a specific personnel action, but rather to provide me with an **evaluation** of performance of which you have direct knowledge. Your evaluation, together with other factual and evaluative information compiled for the review, will assist me in determining the recommendation for which I am responsible.

[*REQUIRED WORDING:*] Under University of California policy, the identity of authors of letters of evaluation which are included in the personnel review files will be held in confidence. A candidate may, upon request and at certain prescribed stages of the academic personnel review process, be provided access to such letters in redacted form. Redaction is defined as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation.

The full text of the body of your letter will therefore be provided to the candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate. If you wish, you may provide a brief factual

statement regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will be subject to redaction and will not be made available to the candidate.

Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law. *[END OF REQUIRED WORDING]*

I encourage you to be candid and fair in your assessment. Your comments will not only assist me in reaching my recommendation, but will also help me to support X in strengthening his/her performance in the future. I would appreciate having your letter by [date]; if it is not received by then, it may not contribute to my recommendation. If for any reason you cannot write the letter or meet the deadline, please let me know immediately.

Sincerely,

[review initiator's name, title]

Enclosure: X's Vita

Criteria for Personnel Actions for the Librarian Series

ADMINISTRATIVE CONFIDENTIAL

[insert date]

[insert name]
[insert address]

Dear _____ :

[Susi Smith, Associate Librarian V, of the _____ Library/Department/Unit] is being considered for [insert action or actions] in the Librarian Title series at the UCLA Library. Your name has been provided by the candidate as someone with whom [he/she] has interacted in the course of fulfilling [his/her] professional responsibilities. In order to develop as complete an assessment file as possible, I invite you to comment on the individual's professional performance, as you are familiar with it. I ask that you focus primarily on the period under review which is from [Month Year] to [Month Year], but encourage you to also comment as you see fit on any particular achievements and contributions prior to this review period.

The candidate's chief responsibilities as [insert functional title, i.e., such as Social Sciences Reference Librarian] include [insert brief overview of duties].

In judging suitability for advancement within the Librarian Title series at the University of California, the Committee on Appointment, Promotion & Advancement (CAPA) and the University Librarian consider professional competence and quality of service within the library, professional activity outside the library, University and public service, and research and other creative activities. Professional service and achievement may be judged on the local, state, national, or international recognition it is accorded, on the degree and significance of influence and impact it has had on the University or the profession, and the degree of eminence in creativity, originality, insight, comprehensiveness, and scholarly or professional quality displayed in its execution.

I would appreciate your sending me your objective appraisal of [insert name of candidate] activities, accomplishments, and contributions, as you know of them, and your comments relating to professional performance or achievements in areas where you have firsthand knowledge. Of special interest and assistance to those involved in the review process are details

that illustrate the contributions this individual has made to the Library, the University, or the profession at large.

Under University of California policy, the identity of authors of letters of evaluation, which are included in the official personnel review files, will be held in confidence. A candidate may, upon request and at certain prescribed states of the academic personnel review process, be provided access to such letters in redacted form. The University of California defines redaction as the removal of identifying information (including name, title, institutional affiliation, and relationship to the candidate) contained either at the top of the letterhead or within and below the signature block of the letter of evaluation. The full text of the body of your letter will therefore be provided to the candidate if so requested. Thus, if you provide any information that tends to identify you in the body of the letter, that information may become available to the candidate. If you wish, you may provide a brief factual statement regarding your relationship to the candidate at the end of your letter but below the signature block. This brief statement will be redacted and will not be made available to the candidate.

Although we cannot guarantee that at some future time a court or governmental agency will not require the disclosure of the source of confidential evaluations in the University of California personnel files, we can assure you that the University will endeavor to protect the identity of authors of letters of evaluation to the fullest extent allowable under the law.

I look forward to hearing from you. Your response by **[insert due date]** will assist in the overall assessment and will be greatly appreciated. If you are not familiar with this individual's activities during the period covered, I would appreciate knowing that.

In mailing your letter, please mark CONFIDENTIAL and mail to my attention at the address below.

Thank you in advance for your cooperation and assistance.

Sincerely,

[insert name]
[insert title]
[insert return address]
[insert e-mail]
[insert phone]

(On Letterhead)

June 7, 2005

XXX
XXX
XXX, XX XXXXX

Dear XX. XXXXXX:

XXXXX is being considered for tenure with promotion to Associate Professor at the Iowa State University Library. Iowa State University requires written evaluation of the candidate's credentials and accomplishments by knowledgeable professionals in librarianship from outside the university/library. Earlier, you agreed to serve in this role, and we are pleased to have your assistance as a reviewer for the candidacy of XXXX. The criteria call for a review of the candidate's practice of librarianship, teaching, research, scholarship, creative activities, and other professional service activities.

Your comments may be directed to the candidate's achievements in the areas listed above or to any others that you deem appropriate, such as the candidate's awareness of current developments in librarianship, or academe generally, continued scholarly growth as exemplified by formal or informal study, participation in institutional affairs and professional organizations, and interest in improving the library profession within the University and society at-large. It would be particularly useful if you could address the *impact* of the candidate's contributions to the field as well as the *quality* of research and publication as compared to others in the field. **Please review the candidate using the Iowa State University Library's *Promotion and Tenure Policies* and not the criteria of your institution or other institutions.**

The review need not take more than a page or two, but should include a recommendation, either positive or negative. Since university officials outside the library will read your letter, please include a brief indication of *your professional credentials* for evaluation of this candidate or a brief vita. Your letter of reference is considered confidential.

We also need to document your personal knowledge of XXXXXX. We would be pleased if you could briefly answer the two questions below as part of your letter to us:

1. Do you know XXXXXX? If yes, please describe your relationship with him (for example, met at a conference, heard presentation at meeting, etc.) If you know him, this should include how long you have known him, whether you have a personal or professional relationship with him, and in general, if there is potential

for conflict of interest. The existence of such relationships per se does not disqualify a person as an external reviewer, but disclosures are necessary.

2. Do you have any association with Iowa State University? If yes, please describe what it is (for example, degrees, served on an external review team, former faculty member, etc.).

The candidate's vita, philosophy statements for research, teaching, and professional practice; his current and previous Position Responsibility Statements; samples of completed research by the candidate published in peer-reviewed journals; and an abridged copy of the Iowa State University Library Promotion and Tenure Policies and Procedures (rev., June 2003) are enclosed.

The Committee would appreciate receiving your letter of reference by **July 29, 2005** or earlier, if possible.

Thank you.

Sincerely,

XXXX xXXXX, Chair
Library Promotion and Tenure Review Committee

Enclosures

LETTER TO EXTERNAL REFERENCES....

Dear _____:

Professor _____, a member of the faculty of Libraries and Media Services at Kent State University, is standing for __[promotion/tenure]_____ this year. He/she has indicated to me that you have agreed to serve as an external reference for him/her. I am, therefore, requesting that you write a letter in which you address qualifications and achievements relevant to _____ candidacy in each of these categories.

I am enclosing two documents that you may find helpful. The first is the Libraries and Media Services policy on tenure which outlines our criteria for the achievement of tenure. Candidates at Kent State University are evaluated in the area of job performance, service to the profession, and in the four scholarships defined by Ernest Boyer:

- The Scholarship of Application,
- The Scholarship of Teaching,
- The Scholarship of Integration,
- The Scholarship of Discovery.

The second document, "The Professional Culture of Libraries and Media Services Faculty at Kent State University," includes our interpretation of Boyer's principles.

Your comments may be based on both your personal knowledge of Professor _____ work and your perusal of the enclosed materials. Your letters should be sent to me at the address below no later than _____ [date]_____. Please contact [_____] if you have any questions.

Sincerely,

Request for external review of file

DATE

Dear

The Personnel Committee of the University of Louisville Libraries is charged with making recommendations regarding tenure. _____ is now eligible for tenure. (is under review for early tenure.)

The Personnel Committee is preparing to consider her record in order to make a recommendation to the Dean, University Libraries. The University of Louisville requires external review of all research and creative activity for the past five years. We ask that you conduct such a review and write your assessment of the quality of these scholarly products, and the reasons for your assessment.

Please note that in accordance with our guidelines, we ask for your assessment of the work under consideration only, and not for your consideration of Professor _____ or your recommendation regarding her qualifications for tenure.

Enclosed you will find Professor _____'s CV, a copy of the University of Louisville's Minimum Guidelines on External Evaluation and the materials s/he has submitted for review. (The committee is particularly interested in your assessment of _____, but we hope you will assess the other materials as well.) So that we may consider thoroughly your review, we ask that you respond by _____

Thank you very much for your contribution to this process and to academic excellence at the University of Louisville.

Sincerely,

Gail R. Gilbert
Ad Hoc Personnel Committee

3. Personnel Officer's Initial Letter to Potential External Reviewer:

Dear ____ :

At this time of year, the University of Oregon begins the process of considering faculty promotions. I am writing to ask whether you'd be willing to serve as an outside reviewer for _____, _____ Librarian, who is being considered for promotion from Associate Professor to full Professor. The University process requires that the individual has "demonstrated a growing expertise and professional reputation, in the judgment of their professional peers." Would you be willing to serve in this capacity? If you agree, we will send you an electronic copy (let me know if you prefer hard copy) of _____'s dossier along with a copy of our promotion criteria (<http://libweb.uoregon.edu/admnpers/promocriteria.html>) in the next few weeks, along with a formal letter from our University Librarian. In order to ensure the Library Faculty Personnel Committee has ample time to review all materials, we ask that your evaluative response be sent to us by **November 15**. If you are willing to do this, I will also need either a copy of your resume or a brief biographical description to include with the file--whichever is easier for you to provide. Writing reviews of this nature requires a real commitment of time and attention, so we greatly appreciate your consideration of this request. We ask that you respond to this e-mail by **October 11**. Please let me know if you have any questions!

Thank you

4. Formal Letter Requesting Review Letter

Promotion Letter for _____

Dear _____:

_____, _____ Librarian, _____ Library, is being considered for promotion from Associate Professor to Professor. Such promotions are made only after consulting specialists in the appropriate disciplines, both at the University of Oregon and elsewhere.

Ms. _____ has suggested that you could provide a useful evaluation of her professional achievements and reputation. I shall be grateful if you will write a letter to me, stating your opinion of her scholarship, research accomplishments, publications, and general status within the profession. I have enclosed materials to assist you in this process.

Although Oregon law permits full access of a faculty member to his or her personnel files, Ms. _____ has voluntarily waived in advance her legal right of access to the promotion dossier in expectation that this waiver will enable referees to prepare thorough and candid letters. Since this waiver has been reviewed for its legality, I can assure you that your letter will not be seen by the candidate. Your reply to this letter by **November 15, 2005** would be most appreciated in order to comply with the timelines set by the Office of Academic Affairs.

Thank you for your assistance in this important process.

Sincerely,

University Librarian

~~~~~  
**Personnel Officer's attached note to referee (above):**

I have attached documents that have been submitted regarding Ms. \_\_\_\_\_'s promotion review. If you would prefer to have me send these in the regular mail, I will be happy to do so. We were just hoping to make the process a bit easier and quicker this way.

You may review the University of Oregon Library Faculty's promotion criteria here: <http://libweb.uoregon.edu/admnpers/promocriteria.html>.

Ms. \_\_\_\_\_'s letter explains that we hope to receive your letter by **Nov. 15**, if at all possible. Please do let me know if you have any questions or experience technical problems.

Thank you so much for agreeing to participate in this important process!

June 16, 2005

[Name and Address of External Evaluator]

Dear [Evaluator]:

Thank you for agreeing to provide a peer evaluation of [Name of Candidate], [Rank and Title of Candidate], who is being considered for final tenure and promotion to the rank of Associate Librarian this academic year. I would very much appreciate your evaluative comments about [Candidate's Name] professional performance.

University policy mandates that I seek evaluations of the candidate from professionals who are qualified to judge the candidate's research, scholarly qualities, career development, and contributions to the discipline. Of particular value would be your appraisal of: (1) [Candidate's Name] research abilities and accomplishments, including papers given at professional meetings; (2) the quality of his/her publications; (3) his/her reputation or standing in the field; (4) his/her potential for further growth and achievement; and (5) whether he/she would be ranked among the most capable and promising librarians in his/her area. It would also be helpful in our deliberations if you could rank [Candidate's Name] contributions in comparison with others you have known at the same stage of professional development. Enclosed you will find a copy of his/her curriculum vita along with copies of publications selected by the candidate. Please also describe the nature of your association with [Candidate's Name].

Responsibilities of Libraries' faculty include combinations of activities such as public or technical service, collection development, instruction, committee assignments, research, and departmental functions. Copies of Penn State's policy on promotion and tenure as well as the University Libraries' criteria are enclosed. Although the criterion "The Scholarship of Librarianship" will be the most important in the evaluation process, we do expect every faculty member to engage in research and scholarly activity appropriate to his or her own area of interest and specialization.

As a final part of this request, I would appreciate it if you would enclose, with your letter of evaluation, a copy of your latest curriculum vita or a brief biographical statement to assist me in writing a brief description of the professional accomplishments of the people who write external letters for the candidates.

I am aware of the imposition that this inquiry provides; however, I assure you that guidance from individuals like yourself is vital to our decision-making process. An early reply would be most appreciated as we do hope to have all letters in the file by August 29, 2005. My office fax number is 814-865-3665 and you may use this method of transmittal for your response with assurances of confidentiality. It is Penn State policy to keep your letter confidential and to share it only with the promotion and tenure review committees and administrators responsible for making recommendations on promotion and tenure.

Thank you for your assistance in this important matter.

Sincerely,

Nancy L. Eaton  
Dean, University Libraries

NLE:slw  
Enclosures



Date:.....Re: Candidate's Name

From: Chair, PRC Review Committee; also include the address, e-mail, and phone/fax numbers to be used by the reviewer in responding to this request, or in seeking further contact before writing the review.

To: Name and address of reviewer

Dear Mr./Ms. ???:

Candidate's name, who is currently a [Librarian II or other rank], is being considered for promotion to the rank of [Librarian III or IV] with expectation of continuing employment. We would very much appreciate your help in evaluating this candidate's professional achievements.

The University Library System expects that those promoted to the rank of [Librarian III, or Librarian IV] will be excellent librarians and mature professionals whose achievements have won recognition (for Librarian IV, exceptional recognition) both by librarians outside the University and by the candidate's faculty-librarian colleagues, and whose presence on the faculty enhances the prestige of the University. Promotion to this rank is not a recognition of length of service, but rather of outstanding librarianship and excellent professional activities. In making your evaluation, which should focus on the achievements of the candidate, it would be helpful if you would:

1. comment upon the degree of recognition achieved in the candidate's field of librarianship;
2. evaluate the scope and significance of the candidate's scholarly achievements and their importance within librarianship or the general discipline;
3. rank the candidate relative to other librarians in the same field of librarianship and at a comparable level of professional development;
4. provide any additional insights that may be helpful in determining whether or not to recommend promotion to [Librarian III, or Librarian IV].

For your convenience we enclose [Candidate's name's] curriculum vitae, copies of some of his/her latest works (see Guidelines..., appropriate sections for ULS descriptions of publications and creative works), and a copy of the ULS Guidelines....

It is the policy of the University of Pittsburgh that external letters be held in confidence. However, in the event of litigation or a governmental investigation, the candidate or others may gain access to the information contained in these letters.

We would appreciate receiving your evaluation by [Month Date, Year] if possible, since the review process requires all materials to be in hand as early in the academic year as possible. We are very grateful for your help in this matter.

Sincerely,

Signed, Name and Title

(DATE)

(ADDRESS)

Dear Professor:

(CANDIDATE) is being considered for promotion to (POSITION). Your name has been suggested to the Purdue University Libraries Primary Promotions and Tenure Committee as someone who could write a recommendation on (CANDIDATE)'s behalf. Candidates for promotion are evaluated on quality of performance in these areas:

- Demonstrated excellence in the field of librarianship
- Excellence in research, scholarship, and/or creative endeavor
- Excellence in continuation and/or service

The Promotion and Tenure Committee would like for you to provide an assessment of (CANDIDATE)'s performance for those areas about which you have direct knowledge. Please also add a brief description of your relationship with the candidate.

I am enclosing the following documents to assist you in understanding our expectations and in providing our assessment:

- "Promotions and Tenure Policy for the Libraries,"
- Resume for (CANDIDATE) identifying highlights,
- Selection of (CANDIDATE)'s publications.

Under our University policies, your letter will be held in confidence to the extent permitted by law. Under certain circumstances a promotion or tenure file may be mandated by a federal or state agency whose responsibility it is to investigate an allegation of discrimination involving promotion or tenure. In our opinion, the likelihood of this eventuality is remote and we would, under no circumstances, divulge such information without a lawfully issued (subpoena) demand for the information. Purdue would also vigorously resist any efforts to gain access to your letter under Indiana Public Records law.

Though your letter is confidential, information from it or a summary of it may be included in the written review of the Libraries Primary Promotions and Tenure Committee. Your letter will also accompany the promotion document. On behalf of the Committee, I would appreciate your making every effort to return your comments to me by DATE. Please send the letter to:

(NAME of CHAIR of P&T COMMITTEE)  
Purdue University Libraries ADMN  
504 West State Street  
West Lafayette, IN 47907-2058

If for any reason you can not send a written statement by this date, or if you have any questions, please contact me at PHONE NO. or E-MAIL. Your assistance is greatly appreciated.

Sincerely,

Prof. xxxxx xxxxx, Chair  
Purdue Libraries Primary Promotions  
& Tenure Committee

APPENDIX G

SAMPLE LETTER – PRELIMINARY SOLICITATION OF SERVICE AS EXTERNAL  
CONFIDENTIAL REFEREE  
(may be sent via e-mail)

Dear (name):

We are reviewing the dossier of (name), currently (tenured/untentured, rank) at Rutgers University for potential promotion to the rank of (tenured/untentured, rank). I am contacting you in my role as unit director to ask if you would be willing to review Professor (name)'s scholarly materials and provide us with a substantive and rigorous evaluation of (his/her) work.

If you agree to help, we will send you the official request, Professor (name)'s cv and samples of (his/her) research. We would need to receive your evaluation by (date), and we ask that you consider the specific questions in the cover letter as well as all of the materials that we will send you.

At this time we ask that you respond no later than (date), only to indicate whether or not you are able to participate in the evaluation. In fairness to the process, any substantive comments to be presented to our committees of evaluation must be based on a reading of the full packet of materials mentioned above.

Your evaluation letter will be maintained in confidence as stipulated by University policy, and it is important to the integrity of our process that this request be kept confidential.

Thank you very much for considering this request.

Sincerely,

(Unit Director)

APPENDIX G-1SAMPLE LETTER – SOLICITATION OF EXTERNAL CONFIDENTIAL  
EVALUATION FOR INDIVIDUALS WHO ARE CANDIDATES FOR PROMOTION TO  
LIBRARIAN II

Dear (name):

The (library unit) is considering the promotion of untenured (current rank and name) to Librarian II with tenure effective July 1, 20\_\_.

To assist the Library and the University in this consideration, it is the University's practice to solicit written evaluations from experts outside the University. These letters are essential in assisting us to evaluate (name)'s scholarly achievements in librarianship and (his/her) professional standing in comparison with colleagues in (his/her) field. It is not necessary that you be personally familiar with (name)'s work or professional contributions. We request that you draw upon your knowledge of the field and the documentation provided to evaluate (name).

I am writing to ask if you would send me a confidential letter assessing (name)'s scholarship and librarianship. We would especially like your evaluation of the originality and quality of (his/her) achievements, their impact upon the field, and the value of (his/her) contributions to the profession. We would also appreciate your assessment of (name)'s accomplishments relative to others in comparable positions in the profession nationally and internationally, **as well as your judgment of whether (his/her) work meets the requirement for someone being considered for promotion at your institution.** In addition, if you are able to comment upon (name)'s service to the profession, we would appreciate receiving your assessment in that area.

**We would also appreciate it if you would provide us with a short biosketch, including a brief description of your areas of expertise and current research interests, and/or curriculum vitae. Finally, please advise us of your relationship to the candidate, if any, and the prior basis of your knowledge of the candidate's work, if any.**

For your information, I am enclosing a copy of (name)'s curriculum vitae and selected publications. If you would like to have copies of any of the publications beyond those which I have enclosed, I will be happy to send them to you. I have also included a copy of the applicable criteria for librarianship and scholarship to inform your assessment. I would appreciate your response by no later than (date). If you are unable to respond by then, please let me know.

I want to assure you that the University will make every effort to maintain the confidentiality of the letter you write. Let me express in advance our deep appreciation for your assistance in this matter.

Sincerely,

(Unit Director)

Enc.

Dear \_\_\_\_\_:

\_\_\_\_\_ is a candidate for \_\_\_\_\_ at The University of Tennessee, Knoxville and has submitted your name as an evaluator of \_\_\_\_\_ professional accomplishments.

In your evaluation, please be as specific as possible.

1) Describe your professional relationship with the candidate.

Please comment on \_\_\_\_\_'s performance as a librarian, being as specific as possible about what you know of the kind and value of the candidate's work in the discipline (research, scholarship, professional development) and contributions to the profession.

2) Describe and evaluate professional work and service to the libraries, the university, or the public made by the candidate. I have enclosed copies of our criteria for \_\_\_\_\_ and \_\_\_\_\_'s curriculum vitae. In addition the candidate has selected the enclosed documents reflecting their creative and scholarly output for your review.

The university emphasizes the importance of selecting referees who are at rank for which the candidate is being considered or higher and requires a summary statement about each referee. Therefore, I would appreciate a copy of your curriculum vitae, and an indication, when appropriate, of your faculty rank or the equivalent in your organization. We are aware of the time this request requires; however, we assure you that guidance from scholars ("professionals" when writing to librarians) like you is vital to our decision-making process.

You should be aware that the State of Tennessee has a Freedom of Information Law. Because of that law, we are unable to guarantee that the candidate will not request to see your letter.

Please send your evaluation to Barbara I. Dewey, Dean of Libraries, John C. Hodges Library, The University of Tennessee, Knoxville, TN 37996-1000 by October 15, 2004. If you prefer, you may use e-mail for your response (bdewey@utk.edu).

Thank you for your cooperation in this important process. We deeply appreciate your assistance.

Sincerely,

Barbara I. Dewey  
Dean of Libraries

Enclosure  
Revised 2004.

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Dear \_\_\_\_\_:

\_\_\_\_\_ is a candidate for \_\_\_\_\_ at The University of Tennessee, Knoxville. The chair of the Committee of the Whole has identified you as a potential external evaluator because of your expertise in areas associated with their work. The University of Tennessee's promotion and tenure process requires that we seek evaluations from persons who have not worked with the candidate and, thus, \_\_\_\_\_ is not aware of our request.

We would appreciate your frank appraisal of the candidate's professional work and creative achievements, the quality of publications or other creative work, reputation or standing in the field, and potential for further growth and achievement. We have included a curriculum vitae and a sample of pertinent publications selected by the candidate for your review. Please also describe your professional relationship and/or knowledge of the candidate. Also enclosed are criteria for \_\_\_\_\_.

The university emphasizes the importance of selecting referees who are at rank for which the candidate is being considered or higher and requires a summary statement about each referee. Therefore, I would appreciate a copy of your curriculum vitae, and an indication, when appropriate, of your faculty rank. We are aware of the time that our request requires; however, we assure you that guidance from scholars ("professionals" when writing to librarians) like you is vital to our decision-making process.

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Sincerely,

Barbara I. Dewey  
Dean of Libraries

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UNIVERSITY OF WASHINGTON

UNIVERSITY LIBRARIES  
Office of the Dean

February 21, 2006

Ms. Jane Smith  
Head, Any Department  
Any Library  
Any Town, Any State 00000

Dear Ms. Smith:

Thank you very much for your willingness to assist the University of Washington Libraries. Your evaluative comments on John Doe, Librarian, will be an important component of John's documentation as he seeks promotion to the rank of Associate Librarian with permanent status.

John currently holds an appointment as a Senior Assistant Librarian with provisional status in the University of Washington Libraries. The documentation John submitted in support of his request for promotion is enclosed for your consultation.

Your evaluation of John's professional accomplishments and activities will become part of the documentation reviewed by the supervisory line and by the ad hoc Peer Committee and Librarian Personnel Committee, and it will not be made available to the candidate.

We ask that you provide evaluative comments on whether John has performed in a manner which:

- Enhances the effectiveness and standing of the University of Washington Libraries;
- Demonstrates his ability to meet the responsibilities of the desired rank; and,
- Enhances and contributes to the profession.

For your information, I am enclosing the University of Washington Libraries' Mission Statement and, from the Librarian Personnel Code, the 1) Introduction, 2) the Chapter on Rank and Status, 3) the Guidelines for Appointment, Renewal of Appointment and Promotion, and, 4) the Guidelines for Activities Supporting Reappointment, Promotion, and Permanent/Continuing Appointment.



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Jane Smith

Please let me know if you have any questions or if I can assist you in any way. I can be reached at 206-685-1978 or by e-mail at [cecuwa@u.washington.edu](mailto:cecuwa@u.washington.edu). If at all possible, please respond by Friday, January 13, 2006. Your evaluation and the candidate's documentation are to be returned to me at this address:

| First Class Mail                                                                                                                                       | UPS / FedEx                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charles E. Chamberlin<br>Deputy Director of Libraries<br>482 Allen Library<br>Box 352900<br>University of Washington<br>Seattle, Washington 98195-2900 | Charles E. Chamberlin<br>Deputy Director of Libraries<br>85 Allen Library<br>Loading Dock<br>University of Washington<br>Seattle, Washington 98195-2900 |

Please return the evaluation and documentation by either first class mail or UPS/FedEx. If you personally pay for the postage, please send me an email noting the mailing costs so I may reimburse you.

We are deeply appreciative of your assistance.

Charles E. Chamberlin  
Deputy Director of Libraries

CEC:sb  
Enclosures

