

# **Sample Letter Requesting External References for Promotion to Associate Professor w/ Tenure or Tenure at Associate Professor Level (Modify as Appropriate)**

(Date)

(Name)

(Department)

(School)

(Street)

(City, State, Zip)

Dear Dr. (Name)

Dr. (Name), currently an (Assistant/Associate) Professor of (Discipline) at Michigan Technological University, is being considered for (promotion to/tenure at the rank of) Associate Professor. To aid us in the review process, I would be grateful if you would provide a written evaluation of Dr. (Name).

Although teaching effectiveness is evaluated internally by colleagues of Dr. (Name) at Michigan Tech, the University's promotion policy places significant emphasis on external reviews by leading scholars who comment on each candidate's achievements to date and potential for future success in the areas of research and/or scholarly activity and professional service.

Evidence of scholarly activity includes publications, presentations, exhibitions, performances, success at obtaining and managing external funding, obtaining patents, submitting invention disclosures, etc. Michigan Tech values interdisciplinary and transdisciplinary scholarship in addition to scholarship in traditional academic disciplines.

Evidence of professional service includes activities such as leadership in professional societies (e.g., serving as an officer of a society, serving on a society's governing board, serving on committees, serving on review panels, organizing conferences, workshops and symposia), contributions to the ongoing development of new knowledge and ideas (e.g., reviewing papers, editing journals, serving as an editor, etc.)

Your letter will be most useful if you are able to address each of the following points. 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 as stated above, do not expect any comments in this regard. You are, however, invited to comment on this aspect if you are so inclined.

- Nature of your own personal or professional connections with Dr. (Name), if any, and level of your familiarity with her/his work.
- Quality of Dr. (Name's) research and/or scholarly achievements to date.
- Degree to which Dr. (Name's) has made significant progress toward achieving national and/or international recognition for (her/his) research and scholarly accomplishments.
- Dr. (Name's) potential for future success in research and/or scholarly endeavors (publications, graduate education, external funding, etc.) in the future.
- Importance of Dr. (Name's) professional service to date.
- Dr. (Name's) potential as a future leader in (her/his) field.
- Based on your overall impression of Dr. (Name's) record to date and future potential, do you recommend that s/he be promoted to the rank of Associate Professor with tenure.

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

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

Sincerely,

(Department Chair) (Rank and Title) (Department)

Enclosures