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**External Reviewer Correspondence Templates**

**SAMPLE: INITIAL EMAIL CONTACT**

Note: highlighted items need revision

Email Subject: External Reviewer request (candidate name)

Dear Professor Barret,

As the Chair/Head/Director for UNIT NAME at the University of Idaho, I am writing to ask if you would be willing to serve as an external reviewer for a promotion application to Associate/Full Professor. The candidate, **Dr. NAME OF CANDIDATE**, is currently an Assistant/Associate Professor and has been at our institution since YEAR.

Completing an external review requires a considerable time commitment and I appreciate you considering this request. If you are able to review this case, we will send you the candidates’ materials around June 15 and ask for a review letter by August 1.

 I will ask you to 1) address the nature of your acquaintance (if any) with the candidate and 2) review and critique the candidate’s scholarly and creative activity within the context of his/her position description and departmental criteria. You will not be asked to comment on whether the candidate would meet the criteria of your institution.

 Your confidential review letter will be provided to unit, college, and university committees and appropriate administrators.

Please let me know if you are willing to review this case and if there is a personal or professional relationship with the candidate that could prevent an unbiased assessment.

Thank you for your consideration.

 Sincerely,

  EMAIL SIGNATURE

**SAMPLE: LETTER TO ACCOMPANY EXTERNAL REVIEWER PACKET**

Note: highlighted items need revision

College or UI logo

June 1, 2021

Dear Professor NAME,

Thank you for agreeing to serve as an external reviewer for the University of Idaho as we consider the **Dr. NAME OF CANDIDATE** for promotion to the rank of Associate Professor with tenure. We recognize that completing an external review requires a considerable time commitment, so we appreciate your willingness to serve in this capacity.

Enclosed you will find our department’s criteria for promotion and tenure as well as the candidate’s CV, position descriptions, candidate statements, and four examples of scholarly work. Teaching, advising, outreach, and service are important responsibility areas considered in our promotion process; however, we are only seeking your evaluation of the candidate’s scholarly and creative activity.

As an external reviewer, we ask that you study the enclosed material and submit a letter to me addressing the following:

1. The nature of your acquaintance with the candidate, if any.
2. Your evaluation of the candidate’s *scholarly and creative activity* in light of his/her position description and unit/college criteria for promotion and tenure.

As you conduct your review, please keep in mind potential effects that the COVID-19 pandemic may have had on faculty scholarly or creative work. These include, but are not limited to, conference cancellations, delays in publication schedules, and cancellation of public events and performances. Additionally, faculty productivity may have been affected by the disruption in the pandemic which required a move to online or alternate course instruction. Faculty were invited to provide an optional statement that addressed the impact of the COVID-19 pandemic on their work. Please consider the effects of disruptions of COVID-19 as you prepare your evaluation.

Your review letter will be provided to unit, college, and university committees and appropriate administrators. It will be held in confidence from the candidate during the review process. When all deliberations by the University are complete, the essential content of external review letters may be shared with the candidate after every effort has been made to ensure your anonymity.

For our various promotion committees to meet their internal deadlines, I ask that you provide your completed review by **Friday,** **August 1**. Please submit the document on your institutional letterhead.

Thank you very much for your time in this very important process.

 Sincerely,

NAME, Professor and TITLE, UNIT