

Date

[NAME]

[ORGANIZATION]

[ADDRESS]

[CITY], [STATE], [ZIP]

Dear [MR./MS./DR.] [LAST NAME]:

[APPLICANT’S NAME] is a candidate for promotion from [CLASSIFICATION] [I/II/III/IV] to [CLASSIFICATION] [I/II/III/IV] in the [DEPARTMENT/DIVISION/UNIT] at Wayne State University (WSU). We have enclosed a copy of their current WSU Professional Record, their Personal Statement, WSU’s Promotion and Tenure Procedures and Factors, and copies of the following materials: [LIST]. We would like to request that you consider this candidate and provide us with an evaluation of their job performance and professional achievement. [\*\*INCLUDE SENTENCE IF NECESSARY] Please note that for this candidate, scholarship is optional, not a required activity.

We ask that you indicate how you think this candidate would compare with others in the field, given the same criteria, especially those who have been active for approximately the same period of time. We recognize that the candidate’s full promotion portfolio is not available to you and, therefore, that your recommendation will be based solely on the information sent and on any professional awareness that you may have of the candidate.

When you submit your evaluation, we would appreciate receiving a brief biographical statement separate from the evaluation. These statements are included with evaluator letters and are helpful to the members of the College and University Promotion and Tenure committees.

It is important that we receive your response no later than **[DEADLINE – BOLDED AND UNDERLINED]** in order to meet promotion deadlines set forth by WSU. Please send the evaluation to the following e-mail address: [EMAIL ADDRESS]. We also request that your letter be prepared on **official letterhead with your signature.** Letters should be addressed to the individual noted in the signature block below.

Thank you in advance for this most important evaluation.  Please be assured that it is our policy to guarantee the confidentiality of your response within the limits of the law. We appreciate and value your time and effort involved in this request.

Sincerely,

[FULL NAME]

[TITLE]

Wayne State University