COLLEGE/SCHOOL DEPARTMENT

(FORM LETTER TO EXTERNAL EVALUATORS—Unless otherwise indicated, please do not change or omit text. Changes should be approved by a unit Dean/Associate Dean.)

Date

Name Organization Address

City, State, Zip

Dear :

Dr. X is a candidate for tenure [and/or promotion to ] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Wayne State University. We have enclosed a copy of (his/her) current WSU Professional Record form, (his/her) Personal Statement, and copies of the following materials: [list]. We would like to request that you consider this candidate and provide us with an evaluation of [his/her] scholarship [and/or creative activities] and [its/their] impact on the field.

Further, we ask that you indicate how you believe this candidate compares with others in this field, especially those who have been active for approximately the same period of time. Finally, we ask that you indicate whether the candidate's record signals a high probability of future high-quality contributions. [sentence may be omitted where inappropriate, such as in certain full professor cases]

We recognize that information is not available to you on the candidate's teaching and contributions to the institution. Your evaluation and recommendation should be based solely on the materials submitted to you and on any professional awareness you may have of the candidate.

Institutions have diverse requirements for external review of their candidates for promotion and/or tenure. One of the requirements for selecting qualified external reviewers at Wayne State is that they have at most an “arm’s-length” relationship with the candidate. This means that you, as the reviewer, have not trained with the candidate, worked or mentored them, or had any close professional relationship. Casual       interactions, even on committees of professional organizations, may be acceptable. Therefore, it is not helpful to over-emphasize any truly casual acquaintances.

Please give special consideration when reviewing Dr. X’s scholarly production and professional development from the 2019-2021 academic years, as it may have been disrupted by the COVID-19 outbreak.

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Thank you in advance for this most important evaluation. Please be assured that it is our policy to protect the confidentiality of your response within the limits of the law.

Sincerely,

Name, Chair

Department of

Enclosures [rev. 2021]