COLLEGE/SCHOOL DEPARTMENT LETTERHEAD

Date

Name Organization Address

City, State, Zip

Dear EVALUATOR NAME:

CANDIDATE NAME is a candidate for promotion to REQUESTED RANK in the Department/College of DEPARTMENT, SCHOOL/COLLEGE at Wayne State University. We have enclosed a copy of (his/her/their) current WSU Professional Record form, Personal Statement, Academic Portfolio, and other materials in the packet. We would like to request that you consider this candidate and provide us with an evaluation of [his/her/their] teaching and [service or scholarship/creative activities].

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 continued contributions. [sentence may be omitted where inappropriate, such as in certain full professor cases]

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 committees responsible for promotion.

Faculty on the Teaching track at WSU are reviewed for excellence in two categories. CANDIDATE NAME has requested to be evaluated for excellence in the categories of teaching and [service or scholarship/creative activities]. 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 the candidate’s performance in teaching and either service commitments or scholarly/creative production as well as professional development from the 2019-2021 academic years, as it may have been affected by the COVID-19 outbreak.

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

Signature block