

COLLEGE/SCHOOL  
DEPARTMENT

(TEMPLATE FOR 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 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 complete information may not be available to you on the candidate's teaching and contributions to the institution, and that your recommendation will be based solely on the materials submitted to you and on any professional awareness 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 by \_\_\_\_\_.

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. 2014]