

Sample Letter to External Reviewers

Dear:

An important part of UMBC's promotion and tenure procedure is the solicitation of external evaluations of the candidate's scholarship/artistry from recognized scholars such as yourself. Therefore, we are grateful that you have agreed to review the scholarly/artistic contributions of Dr. (Prof.) _____ who is being considered for promotion to the rank of (Associate Professor) (Professor) in UMBC's department of _____.

This (interdisciplinary) department consists of ____ full-time faculty and approximately ____ undergraduate majors. [There are _____ students enrolled in the department's graduate programs. OR This department currently has no graduate program.] The typical teaching commitment of this department's faculty is _____ courses/preparations per year. In addition to excellence in teaching and a commitment to service, all of UMBC's faculty members are expected to maintain a vigorous and productive research/artistic program. UMBC's policy is that the criteria for promotion and tenure are the same, regardless of the number of years in rank.

Enclosed are Dr. (Prof.) ___'s curriculum vitae and copies of his/her publications and manuscripts or _____. [Also included is a self-assessment of his/her scholarly work, teaching and service. (*Do not use this sentence if candidate has requested that the self-assessment not be sent.*)].

Please provide your assessment of the quality and quantity of Dr. (Prof.) ___'s scholarly/artistic work in their chosen field(s). It would be helpful if you would also consider answering the following questions of interest to those at UMBC who will review Dr. (Prof.) ___'s scholarship:

1. What are Dr. (Professor) _____'s principal original/creative contributions to scholarship/research/artistry in the field(s) to which s/he contributes?
2. What is the significance and impact of Dr. (Prof.) ___'s scholarship/artistry in the field(s) to which s/he contributes? Please comment on specific strengths and/or weakness in her/his record of scholarly/artistic accomplishments.
3. Has Dr. (Prof.) ___'s scholarship/artistry attained recognition as the national and/or international level?

In addition to your assessment, please include in your letter a description of your professional and/or personal relationship with the candidate, if any.

I would greatly appreciate receiving your evaluation and a copy of your resume or curriculum vitae by no later than (appropriate date). UMBC will maintain both the confidentiality of your letter and your identity to the full extent permitted by law. If you have any questions, please feel free to call me at (410) 455-_____.

Thank you in advance for your assistance in this matter. Your efforts are greatly appreciated.

Sincerely,

Attachment: List of dossier items sent to reviewer

Attachment: Description of UMBC