

REPORT ON EXTERNAL LETTERS*

Adapted from Promotion and Tenure Guidelines: <http://www.pdx.edu/oaa/promotion-and-tenure-information>

- Attach to this sheet one sample letter of solicitation and all responses to the solicitation.
 - All letters of evaluation received must be forwarded with promotion materials.
 - A minimum of three letters is required.

Candidate's Name: _____

A. Referees suggested by Candidate (List Institutional Affiliation) [at least 1 letter must be included from this category]	Relationship**	Date Letter Sent	Date Response Received
1.			
2.			
3.			
4.			

B. Referees suggested by Department (List Institutional Affiliation) [at least 1 letter must be included from this category]	Relationship**	Date Letter Sent	Date Response Received
1.			
2.			
3.			
4.			

C. Referees the candidate has listed as possible negatively biased sources.
1.
2.
3.

* Letters not solicited by the department/professional school or letters from within the University are not considered within this category.
 ** For each name give relationship to candidate (e.g., dissertation advisor, former teacher or colleague, co-author, etc.) or referee's particular expertise.