

### 3. SAMPLE LETTER TO EXTERNAL EVALUATORS FOR TENURE AND PROMOTIONS TO ASSOCIATE PROFESSOR AND FULL PROFESSOR

(NOTE: Significant deviations from this form must be approved by the Dean and Provost/Vice President.)

Dear (name of evaluator):

The (name of Department) of the (name of College or School) of Portland State University is considering whether it should recommend (rank and name) for promotion to the rank of (Associate Professor, Professor) (with tenure) effective (date).

To assist the Department in such considerations, and for the information of the subsequent levels of review within the University should the department recommend the action, the University requires that written evaluations be obtained from multiple and credible sources in the candidate's scholarly or creative field outside the University.

I am writing to request a letter giving your assessment of the quality and significance of Professor \_\_\_\_\_'s scholarship. If you are willing to provide this letter, it will become a part of the file and will be available for review by the affected faculty member.

For your information I am enclosing a copy of Professor \_\_\_\_\_'s vita. Should you agree to this evaluation, I will also send to you this candidate's self appraisal, relevant publications, departments and university guidelines, and other supporting materials. Since our deliberations begin in Fall term, we will need your evaluation by September 15, (YEAR). If you are unable to respond by that date, please let me know as soon as possible.

While severe budgetary constraints prevent us from offering you an honorarium, I do hope that you will agree to participate in this important part of our review. Let me express in advance our deep appreciation for your assistance.

Sincerely,

Name

Title

Enclosures

(attach c.v.)

(attach reprint list, if any)

(attach a copy of the departmental and University criteria)

Candidate's Name \_\_\_\_\_