# APPENDIX A

**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 in such considerations, 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 (see Portland State University’s Promotion and Tenure Criteria enclosed) of Professor (name)’s scholarship. Your letter will become a part of the file and will be available for review by the affected faculty member.

In your assessment, we ask that you give meaningful consideration to the arguments and evidence presented regarding the impacts of the Pandemic. A one-year extension of the tenure clock was offered by the University to all tenure-track faculty members who were employed on the tenure track as of Spring term, 2020 through Academic Year 2025-26. Any faculty member, whether or not they elected the one-year extension, has the opportunity to include arguments and evidence regarding the impacts of the Pandemic on their scholarship. Please note that it is the University’s intention that tenure clock extensions and impacts cited due to the Pandemic or other FMLA related reasons, are not to be interpreted negatively.

For your information I am enclosing a copy of Professor (name)‘s vita. (I am enclosing reprints.) Since our deliberations must be concluded by (date), I would appreciate your earliest response. 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

# APPENDIX B

**SAMPLE LETTER TO EVALUATORS OUTSIDE THE DEPARTMENT FOR PROMOTION OF NTTF**

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

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 (rank) effective (date).

To assist in the review of candidates for promotion, the University requires that written evaluations be obtained from multiple and credible sources outside the department.

I am writing to request a letter of assessment regarding the quality and significance (see Portland State University’s Promotion Criteria enclosed) of (name’s) scholarly, creative, and/or professional activities.

Your letter will become a part of the file and will be available for review by the affected faculty member. In your assessment, we ask that you give meaningful consideration to the arguments and evidence presented regarding the impacts of the Pandemic. Any faculty member has the opportunity to include arguments and evidence regarding the impacts of the Pandemic on their scholarship. Please note that it is the University’s intention that impacts cited due to the Pandemic or other FMLA related reasons, are not to be interpreted negatively.

For your information I am enclosing a copy of (name’s) vita (and when agreed, additional materials.) Since our deliberations must be concluded by (date), I would appreciate your earliest response. 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