[N.B.: Please put this letter on department letterhead, make the necessary adjustments, and send either as a signed and scanned PDF attached to an email or as hard-copy letter.]

 Dear Professor \_\_\_\_\_\_\_\_\_\_:

During the coming academic year, <candidate’s name>, currently <Assistant/Associate Professor> of <field>, will be considered for promotion to <associate professor with tenure/professor>. At Wesleyan we base promotion on excellence in scholarship, teaching, and colleagueship. While we depend on local evidence for assessing the quality of the teaching and colleagueship, to inform our evaluation of the scholarship we turn to distinguished colleagues outside the institution. Because you are a respected expert in the candidate’s area of specialization, I am writing to ask whether you would be willing to serve as a reviewer in this case. Realizing how much work such appraisals entail, my colleagues in the <Department/Program/College> and I would be immensely grateful for your help in assessing Professor <candidate’s name’s> contributions to the field. Let me assure you that your assessment would be shared only with those directly involved in the <tenure/promotion> decision and otherwise would remain confidential. Candidates for tenure or promotion do not learn the identities of the outside reviewers.

Attached you will find a copy of Professor <candidate’s name’s> *Curriculum Vitae* and a listing of the materials on which the scholarly aspects of the case rest. If you agree to evaluate this research, I will arrange for you to have electronic access to those materials that are available in digital form and will mail you any that are not. If you prefer, we can mail you hard copy of the entire dossier. We will also provide a statement of the <Department’s/Programs’s/College’s> expectations for <tenure/promotion>.

To meet the <fall/spring> deadline for submitting the case to Wesleyan’s tenure-and-promotion committee, my department must begin its evaluation by <date>. We will therefore need to have your review by <date>. Please let me know at your earliest convenience whether you can help us with this important task.

As a recipient of similar invitations, I am well aware of how much I am asking of you, but I do hope you can give us and the candidate the benefit of your expertise. Thank you so much for considering this request.

With best wishes,

Sincerely,

Department/Program/College Chair/Director *or* Chair of Tenure/Promotion Committee

Attachments: CV and Listing of Materials to be Assessed