[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 \_\_\_\_\_\_\_\_\_\_:

Thank you so much for agreeing to review the scholarship of <candidate’s name> in conjunction with our consideration of his/her promotion to <associate professor with tenure/professor> of <field>. As I mentioned in my previous letter, we will need to receive your evaluation, on official letterhead and with your signature, by <date> (can be sent as a PDF). Your candid appraisal of <candidate’s name’s> work will help us greatly in our assessment of the scholarly record. Let me remind you that your evaluation will remain confidential.

In addition to commenting in detail on the materials in the dossier, please mention the degree to which you are acquainted with <candidate’s name> and with <his/her> work. I would also ask that you give us your view as to the candidate’s standing among scholars in the same subfield at a comparable stage in their careers. I am attaching the Wesleyan <Department’s/Program’s/College’s> standards for <tenure/promotion> to provide context for your consideration of the case.

Any other observations you feel are relevant to the case may be useful to me and the others involved in this review. If, however, you happen to have access to materials produced by the candidate that are not included in the listing I sent with my previous letter, please confine yourself to commenting on the materials on the list. (An exception might be scholarly works you have seen and perhaps reviewed in earlier stages of preparation.)

My administrative assistant will provide electronic access to <candidate’s name’s> CV, research statement, and those materials to be evaluated that are available in digital form. Materials not available in digital form, or the entire dossier, if you wish, will be mailed to you. Please let me know your preference and indicate what address we should use.

If you need further information, please do not hesitate to ask. Even if you are well acquainted with the candidate’s work, please wait to receive all the materials before beginning your review so you can gain an accurate sense of the record we will be assessing.

My colleagues and I are indebted to you for your assistance in this important matter, and look forward to receiving your letter by <date>.

With best wishes,

Sincerely,

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

Attachment: <Department/Program/College> Standards for <Tenure/Promotion>