

Office of the Senior Vice President and Provost
Iowa State University

Sample letters to external evaluators for P&T review

Letter for Promotion to Associate Professor

Date

Address Information

Dear _____,

The Department of _____ in the College of _____ at Iowa State University is considering the tenure and promotion of Assistant Professor _____ to the rank of Associate Professor. Iowa State University requires that written evaluation be obtained from eminent professionals in the candidate's field outside the university. Earlier you agreed to serve in this role and we are pleased to have your assistance as an external reviewer for the candidacy of _____.

Iowa State University's standards for promotion to Associate Professor with tenure require that a faculty member "have a solid academic reputation and show promise of further development and productivity" in his/her career. The enclosed excerpt from the *ISU Faculty Handbook* pertaining to promotion with tenure provides an elaboration on the criteria for promotion; you will note that our promotion and tenure evaluation is centered on the faculty responsibilities outlined in the Position Responsibility Statement and on the production of scholarship, as defined in the first section of the excerpt. Note that the guidelines indicate that the candidate must demonstrate excellence in scholarship, be a significant contributor in his/her field, and exhibit a potential for national distinction. The candidate must be effective in all areas of his/her position responsibilities and show satisfactory institutional service. Your judgment about rate and quality of scholarly productivity (including teaching, research/creative activities, extension/professional practice), national visibility, national impact of the candidate's work, and the influence of the candidate's work on the work of other scholars are important for our review. We would ask that you carefully review the qualification for promotion and assess the candidate's accomplishments and contributions based on the criteria for promotion.

All accomplishments and credentials of a faculty member are considered at Iowa State University in making a decision on promotion and/or tenure, but primary weight is given to accomplishments and attainments while in the current rank. In the case of _____, he/she was appointed to his/her current rank in _____.

(Optional: Iowa State University encourages its faculty members to consider extensions of the probationary period when special circumstances may interfere significantly with the faculty member's opportunity to develop the qualifications necessary for tenure in the time allowed (i.e. arrival of a child, illness, care of an ill family member, significant alterations in position. Dr. X has had his/her probationary period extended by one/two years according to policy. Please note that standards regarding what constitutes a record deserving of tenure are not raised to adjust for this extension.)

In addition, and as a part of your letter, please describe your relationship with _____. This should include how long you have known the candidate, whether you have a personal or professional relationship with the candidate, and, in general, whether there is potential for conflict of interest. We recommend that our external reviewers not have served as members of the dissertation committee, post-doc advisors, or co-authors.

Enclosed is _____ dossier including the vita, faculty portfolio, selected supporting materials, and the Position Responsibility Statement to assist you in your review. Should you have any questions or require other information, do not hesitate to call me at your convenience.

Your name and those of other external reviewers and the verbatim content of the reviews shall not be made available to _____. The contents of the reviews are regarded by the university as confidential to the extent permitted by law and shall be released only to those individuals who are authorized to review and make recommendations on _____.

As a final request, I ask that you send with your review a copy of your current abbreviated vita so that others will have knowledge of your excellent credentials to place the review in context.

Again, I wish to thank you for your willingness to serve as an external reviewer for _____. Promotion decisions are critical for any department and university, and we appreciate your assistance on this matter. For your review to be included in the candidate's review process, I ask that your evaluation be returned to me no later than _____.

Sincerely,

Attachments: _____

Letter for Promotion to Professor

Date

Address Information

Dear _____,

The Department of _____ in the College of _____ at Iowa State University is considering the promotion of Associate Professor _____ to the rank of Professor. Iowa State University requires that written evaluation be obtained from eminent professionals in the candidate's field outside the university. Earlier you agreed to serve in this role and we are pleased to have your assistance as an external reviewer for the candidacy of _____.

Iowa State University's standards for promotion to Professor require that a faculty member "be recognized by his or her professional peers within the university, as well as nationally and/or internationally, for the quality of the contribution to the discipline" in his/her career. The enclosed excerpt from the ISU *Faculty Handbook* pertaining to promotion to Professor provides an elaboration on the criteria for promotion; you will note that our promotion and tenure evaluation is centered on the faculty responsibilities outlined in the Position Responsibility Statement and on the production of scholarship, as defined in the first section of the excerpt. Note that the guidelines indicate that the candidate must demonstrate national distinction in scholarship, and demonstrate evidence of wide recognition and outstanding contributions to the profession. The candidate must be effective in all areas of his/her position responsibilities and show significant institutional service. Your judgment about rate and quality of scholarly productivity (including teaching, research/creative activities, extension/professional practice), national visibility, national impact of the candidate's work, and the influence of the candidate's work on the work of other scholars are important for our review. We would ask that you carefully review the qualification for promotion and assess the candidate's accomplishments and contributions based on the criteria for promotion.

All accomplishments and credentials of a faculty member are considered at Iowa State University in making a decision on promotion, but primary weight is given to accomplishments and attainments while in the current rank. In the case of _____, he/she was appointed to his/her current rank in _____.

In addition, and as a part of your letter, please describe your relationship with _____. This should include how long you have known the candidate, whether you have a personal or professional relationship with the candidate, and, in general, whether there is potential for conflict of interest. We recommend that our external reviewers not have served as members of the dissertation committee, post-doc advisors, or co-authors.

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