

Request for External Evaluation Letter Template

This is a template, not prescribed text. The points in this letter need to be included, but you are free to say them in your own words, modify the nuances as appropriate to your discipline, and include additional items you want the evaluator to address. This letter will be sent by the department chair or the dean.

Dear Professor:

Thank you for agreeing to serve as an outside evaluator of the application for tenure and promotion to Associate Professor of X.¹ I recognize that this sort of request is burdensome, but the Department greatly appreciates your willingness to assist us by providing this evaluation.

Florida International University is identified in the Carnegie Classification as a Research University/High Research Activity. The University aspires to become classified as a Research University/Very High Research Activity. The decisions we make in terms of faculty tenure and promotion are the most important we will make in achieving this goal. I am sure that as a distinguished scholar you have evaluated a number of tenure and promotion files and are in a position to reflect on how X will contribute to the advancement of the discipline² and the university.

Please begin your letter with a statement on your prior relationship with the candidate.

To assist in your evaluation, I have included copies of # publications³, vita, and the candidate's statement on teaching, research⁴, and service. The publications³ were selected on the basis of The candidate's vitae will show other publications. If you would like copies of any other publications, please feel free to contact me to request a copy. We are particularly interested in the quality of the work: e.g., does it advance the discipline², has it had an impact on the discipline², is there a coherent research⁴ program represented, and is the research⁴ program likely to continue making contributions into the future. Please also comment on the reputation and standing of the venues in which the work has been published and/or recognized. What is your overall assessment of the candidate's promise for future development and scholarly excellence?

⁵Also included for your evaluation are syllabi from # courses taught at the yyy level. These syllabi were selected on the basis of We would appreciate your assessment of the overall structure of the course, the currency and appropriateness of the literature assigned, the adequacy of the outcomes defined, the incorporation of research, analysis and/or synthesis in the class, and the consistency of the expectations with the level of the course. Comments on the candidate's teaching philosophy are appreciated.

⁶While we ask junior faculty to concentrate on their teaching and research⁴, we are also interested in your evaluation of X's service to the profession.

1 It is expected that participation will have been confirmed by phone or e-mail before sending the package.

2 And/or profession, as appropriate.

3 And/or recognitions of creative work, as appropriate.

4 And/or creative work, as appropriate.

5 Not required if evaluation of teaching is not requested.

6 Not required if evaluation of service is not requested.

Please be aware that candidates have access to the full content of their files and will be able to review your evaluation.

Please accompany your evaluation with a copy of your full CV.

As I am sure you are aware, external evaluations are given very strong consideration in the overall evaluation of a tenure and promotion file at all levels. In order to include your letter in the file as it moves forward, I am requesting a signed letter on institutional letterhead no later than yyy.

Thank you very much for your evaluation of this file. If you have any questions or concerns, please contact me at 305-xxx-xxxx or e-mail to xxxx@fiu.edu.

Sincerely,