

Request for External Review Template

The Department/College of XXX is considering Dr. XXX for possible promotion from his/her present rank of XXX to XXX. The promotion policy requires that we consider advice of nationally and internationally known leaders in the field in forming our recommendation.

Because of your recognized expertise, we are requesting your assessment of Dr. XXX. In particular, we would like your opinion on the quality and significance of Dr. XXX's scholarly activity, national and international reputation, record of teaching and advising, and how the candidate compares with his/her peers in the field who are at similar stages of career development. We are also interested in your opinion whether someone of this record of scholarly activity, teaching, and service would be promoted at your institution or at institutions you consider comparable to the University of Minnesota. To assist you in this endeavor, we have enclosed Dr. XXX's curriculum vitae; publication list; selected publications; statements of education, research, and service; and the department promotion and tenure criteria (7.12 Statement).

In your assessment, please indicate which of the following three categories the candidate meets: (1) outstanding candidate and ready for promotion and tenure; (2) meets basic criteria for promotion and tenure; or (3) not yet ready for promotion and tenure.

We also request that you describe your relationship with the candidate.

Your letter will become part of Dr. XXX's promotion and tenure file. Minnesota Government Data Practices Act allows an employee complete access to the contents of that file upon request. Consequently, your letter would be made available to Dr. XXX – if he/she were to ask to see it.

Promotion and tenure is an important responsibility in the academic community. Therefore, my colleagues and I hope that we can rely upon you for assistance as we consider Dr. XXX's candidacy for (promotion and tenure or promotion). To meet the University's schedule, we appreciate receiving your letter by XXX.

Thank you in advance for your help in this most important task to our Department/College and University. If you require additional information, please contact XXXXX.

Sincerely,

Enclosures:

- Curriculum Vitae
- Publication List
- Selected Publications
- Statement of Education
- Statement of Research
- Statement of Service
- 7.12 Statement