***Sample Inquiry Regarding Availability to Serve as External Reviewer***

Subject Line: Request for tenure review

June 1, 2014

Professor \_\_\_\_\_\_\_\_\_\_\_\_

Department of Accounting

University of Texas at Austin

1 University Station B6000

Austin, TX 78712

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

The Department of Accounting at the University of Oregon is evaluating \_\_\_\_\_\_\_\_\_\_\_\_, Assistant Professor of Accounting, for promotion to Associate Professor with tenure. The senior faculty have identified you as a scholar who could provide particularly valuable insights regarding Professor \_\_\_’s scholarly contributions. I realize that with your stature in the field, you undoubtedly receive many requests of this type, and I sincerely hope that you will be able to accept my invitation to participate in this important evaluation. I have attached a copy of Professor \_\_\_’s vita for your reference.

***[Select one of the two following sentences in order to reflect the candidate’s waiver status, which must be expressed in writing before external letters are solicited.]***

Because Professor \_\_\_ has waived access to the evaluative file, this will be a closed, confidential process.

*or*

Because Oregon law permits full access of a faculty member to his or her personnel file unless such access is voluntarily waived, your letter will be seen by Professor \_\_\_ should [he/she] request access to [his/her] file.

Please let me know by June 15, 2014, whether or not you will be able to serve as a reviewer. If you agree to provide a review, I will forward a package containing Professor \_\_\_’s personal statement and CV and representative examples of Professor \_\_\_’s scholarship, as well as the Department’s statement of expectations for tenure and promotion. Should you accept, I would anticipate receiving your evaluation by September 16, 2014.

I sincerely hope you will be able to assist in this important decision and look forward to your response.

With my best wishes,

\_\_\_\_\_\_\_\_\_\_\_\_, Title

Address

Telephone

e-mail address