***Sample Letter upon Agreement to Provide the Requested Evaluation***

DATE

NAME

Department of X

University of Y

Address

Dear NAME:

Thank you for agreeing to evaluate NAME, TITLE, who is being considered for promotion to NEW TITLE at the University of Oregon. As part of our evaluation process, we seek outside assessments from highly regarded faculty to help us assess the candidate’s scholarly contributions to the field. When you submit your evaluation – by DATE, as previously agreed – please also provide a copy of your current curriculum vita or biographical sketch.

Enclosed you will find NAME’s current CV, personal statement, and representative examples of scholarship, as well as the department’s statement of criteria for promotion. It will be very helpful to us if your written evaluation addresses the following questions.

* What is the nature of your relationship, if any, to NAME? (e.g., co-author, thesis advisor, etc.)
* What are the most significant scholarly results produced by NAME, and what impact have those results had on the discipline?
* How does NAME’s record of scholarship compare – both qualitatively and quantitatively – with other scholars in the field at comparable stages in their academic careers?
* How do you assess NAME’s potential for producing high-quality scholarship going forward?
* Would NAME’s record of scholarship support a recommendation for promotion at your institution?

***[Insert paragraph regarding waiver status here, choosing from one of the two options below.]***

***[If appropriate, insert a paragraph here that clarifies the time period for which review is requested. See examples below.]***

I sincerely appreciate your time and effort, and thank you in advance for your evaluation.

Sincerely,

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

Address

Telephone

e-mail address