**SAMPLE LETTER TO AN EXTERNAL EVALUATOR FOR TENURE TRACK FACULTY**

*The format of this sample letter is not required, merely suggested. Modifications may be needed to reflect variations across the university based on the type of scholarly activity and area of excellence being emphasized for promotion.*

*If a unit wishes to use a different format or to seek different information, it should fully consider both how evaluators are likely to respond to such a request, given the time provided to respond and the Public Records Act, and how much information the evaluator has on which to base the requested assessment. For instance, if the unit is considering promotion based on excellence in the area of teaching or service, what items would allow an evaluator to judge teaching or service outcomes? This is more likely to occur for promotion to professor than associate professor. As noted below, including the criteria for promotion can provide significant context for external reviewers, particularly in a case where the APT document has provisions for effort in teaching and/or service to supersede effort in research.*

The **Department/School of [NAME]** at The Ohio State University is considering **Dr./Professor [NAME]** for promotion to the rank of associate professor with tenure [professor]. **Dr./Professor [NAME]’s** performance in teaching, research, and service will be evaluated at the department, college, and university levels to determine whether **promotion and tenure/promotion** will be granted. I am asking you only to provide a critical assessment of **Dr./Professor [NAME]’s** **scholarship/teaching/service** *(this must reflect what the reviewer is being asked to evaluate)*.

Enclosed you will find a copy of our unit’s criteria for promotion and tenure [promotion] as well as a copy of **Dr./Professor [NAME]’s curriculum vitae [or dossier]** and copies of the following papers: *(If the focus of the review is not research, list what materials are being shared in addition to the curriculum vitae or dossier.)*

Would you please comment in some detail on the significance of the overall research program as well as on individual papers, including the scientific merit of the work, its originality, and its impact on the field of study? In addition, how would you compare **Dr./Professor [NAME]** to other researchers in this field at the same stage of career development? *(If the focus of the review is not research, revise this paragraph to identify what you would like the reviewer to comment on.)*

Please do not comment on whether **Dr./Professor [NAME]** should be **promoted and tenured/promoted** at Ohio State or would or would not be **promoted and tenured/promoted** at your institution. We must make this assessment based on the total record, not just on **research/teaching/service**, and according to our own criteria and standards.

*Inclusion of the following language is strongly encouraged.*

At Ohio State, the criteria for **promotion and tenure/promotion** are the same for all faculty regardless of length of service **[during the probationary period]**. Time in rank less than or more than **[probationary period]** is not relevant when evaluating candidates for promotion and tenure. (This sentence can be excluded for faculty being considered for promotion to Professor.) [Choose the appropriate next sentence] **Faculty in their probationary period may request a non-mandatory promotion at any time in their probationary period, which must be approved by the unit’s promotion and tenure committee.** OR **Faculty may request a non-mandatory promotion at any time following promotion to Associate Professor.** Recognizing that the COVID-19 pandemic created circumstances that affected professional and scholarly achievement and activities, Ohio State automatically gave all tenure-track faculty the option of a one-year extension to the probationary period. In addition, candidates for tenure may have received additional extensions of their probationary periods because of other factors that impact the ability to meet the criteria for tenure.

*Inclusion of the following language is strongly encouraged.*

Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to requests to the university for viewing and/or copies. We offer candidates the opportunity to make comments throughout the review period. Candidates may choose to review their records, including external evaluations, at that time. We will provide redacted letters, but please note that the candidate may request the original letter with signature.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to evaluate this candidate or if you have any questions about this process, please contact me at **[PHONE NUMBER/EMAIL ADDRESS]** immediately. I would appreciate receiving your response by **[DATE]**.