

Approved Sample Letter
FOR EXTERNAL APPOINTMENT TO FULL PROFESSOR

CONFIDENTIAL

Dear _____:

Professor. _____, now a _____ professor of _____ at _____, is going to be reviewed by both our department/program/section and the School of _____ at Duke University for a possible appointment to full professor with tenure.

As you know, full professors play a critical role in establishing the intellectual quality of a university. We would be most grateful if you could help us by evaluating Professor _____'s scholarly achievements

Our criteria for appointment to full professor with tenure include outstanding performance as evidenced by recognition among peers in the field worldwide. In your evaluation of Professor _____'s accomplishments, please comment on the following:

1. ***Your relationship to the candidate.***
2. ***The strengths and weaknesses of Professor _____'s scholarship and his/her standing in the discipline.*** Please describe the scope and significance of the candidate's research and other scholarly activities. We are particularly interested in your sense of the original or otherwise significant contributions that s/he has made to the discipline and subfield.
3. ***Who the top scholars are in Professor _____'s peer group and where the candidate ranks in that group.*** We are interested in your evaluation of Professor _____'s achievements and stature compared to the best scholars in his/her discipline and field who are at similar stages in their careers.
4. ***Names of several other experts who would be qualified to provide an objective evaluation of the candidate.*** Professor _____'s dossier will ultimately be evaluated at the university level by scholars who may not be familiar with the candidate's field of research. To assist with this portion of the review, it would be helpful to know who else might provide evaluations of the candidate's research accomplishments.
5. ***Your evaluation of whether Professor _____ would receive this appointment in your university.***
Given your knowledge of the candidate's research contributions, please assess whether he/she would receive this appointment in your university and whether you would support that decision.

We also would welcome any additional insights that may be helpful to the department's faculty committee, the dean, and the Provost's Advisory Committee on Appointment, Promotion and Tenure in determining whether to recommend this appointment.

Please use the secure link below to access his/her curriculum vitae, the candidate's intellectual development statement, reprints of publications, and a few items of work in progress.

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[*link to secure box folder*](#)

Thank you in advance for taking the time to do this evaluation. We would appreciate a reply by _____ if possible. Your response will be maintained in confidence as stipulated in the enclosed University policy. Likewise, it is very important to the integrity of our process that this request be kept confidential.

Sincerely yours,

Department Chair
Or Search/Review Committee Chair