

Approved Sample
INITIAL EMAIL CONTACT WITH EXTERNAL EVALUATORS

Dear [_____]:

We are reviewing the dossier of Professor. [_____], currently [_____], for potential [appointment as _____]/[promotion to _____]/[award of tenure]. I am contacting you in my role as [_____], to ask if you would be willing to review Dr. [_____]'s scholarly materials and provide a letter of evaluation. You are recognized as an expert in Dr. [_____]'s field, and we would very much appreciate your evaluation. Please let me know if you will be able to provide an evaluation.

If you agree to help with our review process, we will send you the official request approved by the Provost, together with Dr. [_____]'s CV and statement of intellectual development, as well as copies of work [he/she] has identified as the most significant. We would like to receive your evaluation by [date], and we ask that you consider the specific questions in the cover letter as well as all of the materials that we will send you.

As part of our review process, we strive to find evaluators who neither are, nor have been, colleagues, collaborators, students, or supervisors of the candidate. Unless I hear otherwise, I will assume that to be the case.

We will keep your letter confidential as stipulated by University policy.

Thank you very much for considering this request.

Sincerely,