

Approved Sample Letter
FOR INTERNAL PROMOTION TO ASSOCIATE WITH TENURE

CONFIDENTIAL

Dear _____:

Professor _____, now an untenured assistant professor of _____ at Duke University, is going to be reviewed this fall by our department/program/section and the College/School of _____ for possible promotion to associate professor with tenure.

As you know, tenure decisions are among the most important a university makes, and we would be most grateful if you could help us by evaluating Professor _____'s scholarly achievements. Our tenured associate professors are expected to stand in competition with the top scholars of similar rank in their fields nationally and internationally. During the tenure review process, we look for clear indications that the candidate's performance as scholar and teacher is widely perceived as outstanding.

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 tenure in your university.*** Given your knowledge of the candidate's research contributions, please assess whether he/she would be tenured in your university and whether you would support that decision.

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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 promotion with tenure.

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.

[*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,

Department Chair

or Search/Review Committee Chair