**ETRC Request for Email Reference Template**

Dear Professor <name>,

I am writing on behalf of the Chair of the University of Oregon (UO) Faculty Personnel Committee to request your help in serving as an independent external reviewer for Professor <candidate name>’s tenure file. Professor <candidate name> is undergoing expedited review for appointment as Full Professor/Associate Professor in the UO <school/college name>, Department of <department/unit name>.

Since this tenure case is expedited, we request only a short email message from you or phone conversation addressing the following four questions in the format of a few short paragraphs. **The deadline for doing so is <date>.**

1. Please describe the nature of your relationship, if any, to the candidate.
2. Please describe the most significant scholarly/professional/creative accomplishments of the candidate. What impact have those results had on the discipline/profession?
3. Please describe how the candidate’s record compares – both qualitatively and quantitatively – to other senior scholars at comparable stages in their careers.
4. Would you like to make any additional comments about the candidate?

Should you be able to assist, materials are available for review at the following link: <insert OneDrive or Sharepoint link>.

I know that your time is valuable, and I greatly appreciate your consideration of this request.

Very best regards,

<ETRC name>, Expedited Tenure Review Committee Chair