Dear Professor \_\_\_\_\_\_\_\_\_\_

I am writing on behalf of Professor \_\_\_\_\_\_\_\_\_\_, the Chair of the University of Oregon (UO) Faculty Personnel Committee (FPC) to request your help in serving as an independent external reviewer for Professor \_\_\_\_\_\_\_\_\_\_’s tenure file. Professor \_\_\_\_\_\_\_\_\_\_ is undergoing expedited review for appointment as Full Professor in the UO College \_\_\_\_\_\_\_\_\_\_, Department of \_\_\_\_\_\_\_\_\_\_.

Doing this will not take much of your time. Will it be possible for you to assist? Because the tenure review is expedited, we request only a short email message from you addressing the following four questions in a few short paragraphs. **The deadline for doing so is \_\_\_\_\_\_\_\_\_\_.**

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 – with 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: \_\_\_\_\_\_\_\_\_\_.

Thank you for considering this request. I know that your time is valuable.