***Sample Inquiry Regarding Availability to Serve as External Reviewer***

Subject Line: Request for tenure review

June 1, 202\_

Professor \_\_\_\_\_\_\_\_\_\_\_\_

Department of \_\_\_\_\_\_

University of \_\_\_\_\_

1 University Station

City, State ZIP

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

The Department of \_\_\_\_\_ at the University of Oregon is evaluating \_\_\_\_\_\_\_\_\_\_\_\_, Assistant Professor of \_\_\_\_\_, for promotion to Associate Professor with tenure. The tenured faculty have identified you as a scholar who could provide particularly valuable insights regarding Professor \_\_\_’s scholarly contributions.

The University of Oregon solicits such evaluations from disciplinary and professional leaders with no more than a professional knowledge of or relationship to the candidate. Please let us know if you have any kind of relationship to the candidate that raises concerns about your ability to offer an unbiased evaluation (e.g., research collaborators, co-authors, former departmental colleagues).

Because of your stature in the field, you undoubtedly receive many requests of this type, and I sincerely hope that you will be able to accept my invitation to participate in this important evaluation. I have attached a copy of Professor \_\_\_’s CV for your reference.

***[Select one of the two following sentences in order to reflect the candidate’s waiver status, which must be expressed in writing before external letters are solicited.]***

Because Professor \_\_\_ has waived access to the evaluative file, this will be a closed, confidential process.

*or*

Because Oregon law permits full access of a faculty member to his or her personnel file unless such access is voluntarily waived, your letter will be seen by Professor \_\_\_ should [he/she] request access to [his/her] file.

Please let me know by June 15, 202\_, whether or not you will be able to serve as a reviewer. If you agree to provide a review, I will forward a package containing Professor \_\_\_’s personal statement and CV and representative examples of Professor \_\_\_’s scholarship, as well as the Department’s statement of expectations for tenure and promotion. Should you accept, I would anticipate receiving your evaluation by September 16, 202\_.

Thank you for your consideration of this request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_, Title

Address

Telephone

E-mail address