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

Subject Line: Request for promotion review

DATE

NAME

Department of X

University of Y

Address

Dear NAME:

The Department of X at the University of Oregon is evaluating NAME, TITLE, for promotion to NEW TITLE. The faculty have identified you as a scholar who could provide particularly valuable insights regarding NAME’s candidacy for promotion. I sincerely hope that you will be able to accept my invitation to participate in this important evaluation. I have attached a copy of NAME’s vita 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 NAME has waived access to the evaluative file, this will be a closed, confidential process.

*or*

Because Oregon law permits an employee full access to his or her personnel file unless such access is voluntarily waived, your letter will be seen by NAME should [he/she] request access to [his/her] file.

Please let me know by DATE, 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 NAME’s personal statement and CV and representative examples of NAME’s [*scholarship and/or other appropriate evidence of professional activity*], as well as the department’s statement of criteria for promotion. Should you accept, I would need your evaluation by DATE.

I sincerely hope you will be able to assist in this important decision and look forward to your response.

With my best wishes,

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

Address

Telephone

e-mail address