***Sample Letter upon Agreement to Provide the Requested Evaluation***

This letter must come from the unit head

July 1, 202\_

Full name with no title \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_

[city, state zip]

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

Thank you for agreeing to evaluate \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_Professor of \_\_\_\_\_\_\_\_\_\_\_\_\_, who is being considered for promotion to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the University of Oregon. As part of our promotion process, we seek outside evaluations from highly regarded faculty members in the candidate’s field to help us assess the candidate’s scholarly and/or creative contributions to the field. When you submit your evaluation–by September 1, 202\_, as previously agreed–please also provide a copy of your current curriculum vita and a brief biographical sketch, which we will provide to the University’s personnel committees.

We are providing you with access to Professor \_\_\_\_\_\_\_\_\_’s current CV, personal statement, and representative examples of scholarship and/or creative activity, as well as the Department’s statement of expectations for tenure and promotion. It will be very helpful to us if your written evaluation addresses the following questions.

* What is the nature of your relationship, if any, to Professor \_\_\_\_\_\_\_\_\_?
* What are the most significant scholarly/creative work produced by Professor \_\_\_\_\_\_\_\_\_, and what impact have those results/works had on the discipline?
* Please comment on the appropriateness of the venues/outlets used by the candidate to disseminate scholarly/creative works.
* Please consider contextualizing your remarks in terms of common practices within the discipline or sub-field of the candidate with respect to collaboration, co-authorship, grant funding, or other characteristics.
* How does Professor \_\_\_\_\_\_\_\_\_’s record of scholarship/creative practice compare–both qualitatively and quantitatively–with other scholars in the field at comparable stages in their academic careers?
* How do you assess Professor \_\_\_\_\_\_\_\_\_’s potential for producing high-quality scholarship/creative work going forward?
* Optionally, you may comment on the impact of any professional (disciplinary) service rendered by Professor \_\_\_\_\_\_\_\_\_. We do not ask you to evaluate the significance of Professor \_\_\_\_\_\_\_\_\_’s teaching or local service activities, unless you have had the opportunity to personally observe those activities.

***[Insert paragraph regarding waiver status here, choosing from one of the three options below.]***

*Sample Paragraph* ***Waiving Access*** *to the External Letters*

Your letter will become part of the official personnel review file. Professor \_\_\_\_\_\_\_\_\_ has voluntarily waived in advance access to the evaluative file, with the expectation that this waiver will enable reviewers to provide thorough and candid evaluations. Since this waiver has been reviewed for its legality, I can assure you that the University will not disclose your letter to the candidate, although we cannot predict whether challenge in a court might result in such disclosure. With the waiver, however, Professor \_\_\_\_\_\_\_\_\_ retains [his/her/their] right to request a substantive summary of all evaluative remarks, carefully edited to avoid disclosure of the identity of the referee.

Or

*Sample Paragraph for* ***Retaining Access*** *to the External Letters*

Your letter will become part of the official personnel review file. Oregon law permits full access of a faculty member to their personnel files unless such access is voluntarily waived. I must tell you that your letter will be seen by Professor \_\_\_\_\_\_\_\_\_ should [he/she/they] request access to [his/her/their] file.

Or

*Sample Paragraph for* ***Retaining Partial Access*** *to the External Letters*

Your letter will become part of the official personnel review file. Oregon law permits full access of a faculty member to their personnel files unless such access is voluntarily waived. Professor \_\_\_\_\_\_\_\_\_ has waived access to all external evaluations, so your letter will remain confidential. Professor \_\_\_\_\_\_\_\_\_ has, however, retained access to all evaluations internal to the University of Oregon and may request to see those documents.

***[If appropriate, insert a paragraph here that clarifies the time period for which review is requested. See examples below.]***

*Sample Paragraph for* ***Candidates who Have Taken Leave(s) of Absence***

It is University of Oregon policy not to count leave-of-absence periods toward the promotion and tenure “clock.” However, all professional activity reported during or arising from a leave period should be included in the promotion and tenure evaluation. Professor \_\_\_\_\_\_\_\_\_was granted a one-year leave of absence, and thus the primary focus for your review should be from [*year*]-present.

**Or**

*Sample Paragraph for* ***Candidates who are using Credit for Prior Service***

Professor \_\_\_\_\_\_\_\_\_ was hired with credit for prior experience. The primary focus for your review should be from [*year*]-present. While you are of course welcome to comment on earlier activities, these activities will receive secondary consideration in our internal processes.

*[If the candidate is using all the initially allotted years of credit for prior service, identify the year at which the employment leading to this assignment of credit began. If the candidate is using only some of the allotted credit years, identify the year that, when combined with the candidate’s years of service at UO, provides a six-year “window” as the period of primary consideration.]*

I sincerely appreciate your time and effort and thank you in advance for your evaluation.

Sincerely,

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

Address

Telephone

e-mail address

documents attached  
CV  
Personal statement  
Representative examples of scholarship and/or creative activity  
Department’s statement of expectations for tenure and promotion