Dear Dr. Z

Professor X is being considered for tenure and promotion to associate professor in the Department of Y at Indiana University Bloomington. As part of our review procedures, we customarily write to experts in the candidate’s field to ask them for an independent judgment of the candidate’s scholarly contributions. Because of your standing in your field, your frank appraisal of Dr. X’s record would be greatly appreciated.

Tenure decisions at Indiana University are based upon the candidate's evidence of promise in three categories of performance: teaching, research, and service. Favorable decisions normally expect that the candidate will be found to have demonstrated excellence in one of the three areas, while also meeting the minimum expectations in the other areas, effective (teaching) and satisfactory (research and service). Dr. X has declared research as his/her category of excellence.

We value highly your frank and detailed judgments. If you agree to prepare an evaluation of Professor X, we shall send you his/her materials and our criteria and expectations for tenure and promotion.

Does the candidate’s research/creative activity represent the work of a person who has the potential to achieve a position of leadership in a substantial field of scholarly endeavor? Would Professor X be granted tenure at your university?

We would also like to know if you are personally acquainted with the candidate in ways that might compromise the objectivity of your assessment.

Your letter will be seen by faculty members serving in a tenure and promotion advisory capacity. The candidate may request access to the entire dossier at any time, and the University is legally compelled to comply.

Please let us know by June 10 if you will be able to take on this task. Your letter would be due by August 15. Many thanks for considering this request. Please contact me should you have questions or require additional information.

Sincerely,

Kathleen R. Gilbert, Ph.D.  
Executive Associate Dean for Academic Affairs  
gilbert@indiana.edu  
812-855-1090
Dear Dr. Z,

Thank you again for agreeing to serve as an external referee for Dr. X in his/her quest for tenure and promotion to Associate Professor in the Department of Z at Indiana University.

To reiterate, tenure decisions at Indiana University are based upon the candidate's evidence of promise in three categories of performance: teaching, research, and service. Favorable decisions normally expect that the candidate be found to have demonstrated excellence in one of the three areas, while also meeting the minimum expectations in the other areas: effective (teaching) and satisfactory (research and service). Dr. X has declared research as his/her category of excellence. To this end, we have enclosed a packet of materials prepared by the candidate to demonstrate research excellence. Additionally, you are also invited to provide an evaluation of his teaching and service activities, if you have direct knowledge of them.

Indiana University is strongly committed to academic excellence. Thus, we are interested in knowing whether Dr. X will demonstrate promise in continuing to serve with distinction. In particular, we want your opinion of the importance of his/her work, its range, depth, and quality. We are also interested in learning whether or not his/her work represents that of a person who has demonstrated promise in his/her field. Finally, we ask your opinion of whether Dr. X’s work should result in the awarding of tenure and promotion in your university or program.

Enclosed is a copy of the criteria upon which both tenure and promotion evaluations are based in the School of Public Health-Bloomington. This statement is provided to all parties for consistency in the evaluation process.

Please remember, that in most cases your letter will be seen only by a small group of faculty members serving in a promotion advisory capacity. However, please be aware that the candidate may request access to the entire dossier at any time, and the University is legally compelled to comply.

Once again, thank you for your willingness to participate in this most important of collegial matters. Your time, expertise, and thoughtful comments are greatly appreciated. Please forward your review to me by August 15, 2012. If you have any questions or require additional information, please feel free to contact me.
Sincerely,

Kathleen R. Gilbert,
Ph.D. Executive
Associate Dean

Enclosures: Criteria for Tenure and Promotion
Compilation of Review Materials