<DATE>

<ADDRESS>

Dear Dr. Z,

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

To reiterate, decisions regarding promotion to Full Professor at Indiana University are based upon the candidate's evidence of accomplishment 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’s work is that of someone who is an intellectual leader in the field. In particular, we want your opinion of the importance of his/her work, its range, depth, and quality. Finally, we ask your opinion of whether Dr. X’s work should result in the awarding of promotion to Full Professor in your university or program.

Enclosed is a copy of the criteria upon which 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 Promotion
Compilation of Review Materials