

SAMPLE LETTER TO REQUEST AN EXTERNAL EVALUATION FOR
TEACHING PROFESSOR CANDIDATES

(Schools may develop their own letters, but they should use the same format and general content to contact all persons asked to provide evaluations. The paragraph about use of the letters and access is mandatory. Ensure that the materials sent include sufficient information about teaching accomplishments as well as dissemination.)

Dear :

_____ is being considered for promotion to the rank of Teaching Professor in the Department of _____ within the School of _____ at Indiana University-Purdue University Indianapolis (IUPUI). Teaching Professor is the highest of three ranks within the lecturer faculty classification: lecturer, senior lecturer, and teaching professor. Lecturer rank faculty concentrate on excellence in teaching. Attached are copies of our [department], school, and campus criteria for Teaching Professor.

We would be particularly grateful for your comments on _____ demonstrated excellence in teaching as evidenced in IUPUI-based work and peer-reviewed dissemination. To assist in this evaluation, we are providing a packet of relevant materials, including (his/her) curriculum vitae; a copy of (his/her). Please comment on _____'s accomplishments, leadership, and scholarly work in teaching. We welcome your evaluation of the quality of the publications and journals that have been listed, as well as comments on any creative work or other media. Comments on teaching might include your evaluations of course syllabi, examinations, other teaching materials, and publications on teaching, as well as any personal experience you may have of (his/her) teaching. Please focus your review on the quality and impact of the candidate's work. We are not asking you to recommend for or against promotion, nor are we asking if the candidate might receive promotion at your institution.

The IUPUI Promotion and Tenure Guidelines require that requested references come from individuals with no close connections to the candidate (i.e., former or current mentors, students, co-authors, research partners). Therefore, if such a conflict exists, please let us know as soon as possible that you will not be able to serve as a reviewer in this case. If you are able to serve as a reviewer, please complete the External Referee Form and return it with your. Also, please include a copy of your vitae or a brief biography to provide reviewers at all campus levels with a context for your comments.

We hope you understand how much we appreciate your assistance as we consider _____'s candidacy. It is important for us to understand (his/her) contributions from a perspective beyond our campus. We are aware of the time a review such as this takes, and understand it can be a difficult commitment to make, but we assure you that your help with this process is invaluable. Your letter will be seen by a group of faculty members serving in a promotion and/or tenure advisory capacity. The candidate may request access to, and the University is legally compelled to give access to, the entire dossier.

In order to complete _____'s dossier for review, we would appreciate receiving your comments by _____. I do hope you will be able to assist us. Sincerely,