

SAMPLE LETTER TO REQUEST AN EXTERNAL EVALUATION FOR LIBRARIANS

(Schools may develop their own letters, but they should use the same format and general content to contact all persons asked to provide evaluations. Pay special attention that the letter asks the reviewers to comment on the appropriate area of excellence being sought by each specific candidate.)

Dear _____:

_____ is being considered for promotion to the rank of Librarian at Indiana University-Purdue University Indianapolis (IUPUI). We would be particularly grateful for your evaluation of _____'s contribution to and standing in the profession. To assist in this evaluation, we are providing a packet of relevant materials, including *(his/her)* curriculum vitae; a copy of *(his/her)* personal statement; other pertinent materials; and our criteria for *(promotion and/or tenure)*.

For promotion to the rank of Librarian from Associate Librarian at IUPUI, the candidate must meet established university criteria.

Primarily: Superior performance – the candidate must show evidence of performance that is achieved by few others at IUPUI.

Secondarily: Either –
Excellence in professional development – the candidate must show a continued significant contribution at the state, regional, national, or international level.

Or –
Excellence in service – the candidate must show a continued significant contribution at the community, state, regional, national, or international level.

Tertiary: For either area not chosen as secondary, performance must be at least satisfactory.

In order to evaluate objectively the criterion of state, regional, or national recognition in the library profession, we depend heavily upon the opinions of prominent colleagues outside IUPUI who are knowledgeable in the field of specialization of the candidate. Your frank appraisal of the candidate's contributions to the profession is very important. 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.

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 review summary. 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.

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. *(This paragraph is mandatory language for all letters requesting external peer evaluation for promotion and/or tenure and may not be altered.)*

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,