**Sample of Letter Sent to Outside Reviewers**

Date

Reviewer’s name and address

Dear \_\_\_,

Thank you for agreeing to review the materials and write a letter of evaluation for \_\_\_\_\_\_\_\_.

I appreciate your taking time out of your busy schedule to do this very important work for our

(department, unit school, etc.) Your review will be an important factor in helping us determine whether \_\_\_\_ has met the applicable standards according to our unit criteria. I would appreciate it if we could receive your written evaluation by \_\_date\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_(candidate) is being evaluated for (tenure and promotion to the rank of \_\_\_\_\_\_\_, promotion to the rank of \_\_\_\_\_\_\_\_\_ etc.) I have enclosed (the candidate’s) materials that include the candidate’s personal statement, \*(NOTE: the faculty manual states: “vita and publications, and other materials evidencing the candidate’s research or such portion of the candidate’s research as the evaluator is being asked to evaluate”). In addition, I have enclosed a copy of our tenure and promotion criteria. Please use the enclosed unit criteria and the samples of scholarship provided to evaluate (the candidate’s) scholarship in relation to our criteria, and specifically, the requirements for (that promotion level), referencing the criteria as you deem appropriate.

We would also appreciate a statement describing your relationship, if any, with this candidate and a short CV or description of your professional qualifications.

Please be advised that the University cannot guarantee the confidentiality of letters prepared by external referees. The University will maintain the confidentiality of your letter to the extent allowed by South Carolina law.

As you know, tenure and promotion is one of the most critical activities we undertake in academia, and your role as an external reviewer is vital to the process. I deeply appreciate your helping us evaluate this candidate. Please contact me if you have any questions or concerns. Thank you again for agreeing to serve as a reviewer.

Sincerely,