Dear Reviewer,

Ms. S, a lecturer in the Department of XXX at Queens College, is being considered for permanent employment, called here a certificate of continuous employment (CCE). University policy provides that, while service to the institution and service to the public may be supplementary considerations, teaching, scholarship, and professional development are the primary criteria on which CCE decisions are based, although it is understood that lecturers are not required to have a research commitment.To aid us in our deliberations, the Department solicits letters from outside referees who are selected on the basis of their ability to provide a qualitative assessment of the candidate's scholarship or creative activity, professional growth and standing in her field.  We would be very appreciative if you can aid us in this assessment process.

Queens College is a comprehensive liberal arts college offering baccalaureate and Master's degrees. The teaching load for lecturers is generally thirteen credit hours per semester.  You may wish to take these factors into account as you assess Ms.S's record.  However, our primary purpose in asking for your help is to evaluate the quality of the candidate’s scholarly and creative work.

For CCE, it is expected that the candidate will present evidence of effectiveness in teaching and continued scholarly achievement since her original appointment, and the establishment of a reputation for excellence in teaching and scholarship in her discipline.

Please also include a statement as to whether you are personally acquainted with Ms.S, and if so, how and to what extent. The letter of evaluation you write is confidential and will **not** be shown to the candidate. Appropriate departmental and college committees will carefully consider your review. To meet all necessary deadlines we do need your letter by XXX.

On behalf of the President of Queens College, I want to thank you for undertaking this assessment of Ms. S’s scholarly credentials.  You may be assured that your evaluation will be considered seriously as the College reviews the candidacy.

Sincerely,