**For Tenure and Promotion to Associate: Sample Solicitation Letter to External** **Reviewers**----**Modify as Appropriate**

Revised 7/10/14

Dear X:

Assistant Professor Y is being considered for tenure and promotion to associate professor in the Department of Z at Queens College. Please note that these are separate decisions under CUNY bylaws, although the consideration normally occurs simultaneously. University policy provides that teaching and scholarship are the two primary criteria on which tenure decisions are based, while service to the institution and service to the public may be supplementary considerations. 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 his/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. [In a number of disciplines, including ours, faculty may also be members of the doctoral faculty of the City University Graduate School.] The teaching load is generally three three-credit courses per semester but untenured faculty receive the equivalent of 8 three credit courses in release time during their first five years. You may wish to take these factors into account as you assess Professor Y's record. However, our primary purpose in asking for your help is to evaluate the quality of the candidate’s scholarly and creative work.

It will be especially important for us to have an assessment of the character of his/her work and its relation to current scholarship in his/her discipline. In addition, we would appreciate your evaluation of his/her writings - how well they fulfill their intention, and how much they contribute to scholarship in his/her field.

To achieve tenure, it is expected that the candidate will present evidence of continued scholarly achievement and effectiveness in teaching since his/her original appointment, and the establishment of a reputation for excellence in teaching and scholarship in his/her discipline. \*[see note below]

Enclosed please find for your review a curriculum vitae and copies of Professor Y's published work as well as work in progress. In your evaluation of the latter, it would helpful if you would comment on its potential for publication. You may also wish to comment upon the standing of the presses or journals in which Professor Y's work has been published.

Please also include a statement as to whether you are personally acquainted with Professor Y, and if so, how and to what extent. The letter of evaluation you write is confidential and will **not** be shown to the candidate. It will be carefully considered by appropriate departmental and college committees.

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

Sincerely,

Chairperson

Department of Z

*\* In certain disciplines, practitioner scholarship is a key component of a candidate’s research profile. In these cases, chairs may wish to point this out to external reviewers by including the following paragraph:*

“Practitioner scholarship is the creation and translation of knowledge and expertise into professional practice. The dissemination of practitioner scholarship should include, but is not limited to, peer reviewed professional outlets (e.g., publications, presentations, and professional materials). Factors in evaluating a candidate for tenure or promotion must include demonstration of significant original work and the impact of the candidate’s scholarship on his or her professional field as supported by external review.”