**Request for External Evaluation Letter Template**

***This is a template, not prescribed text. The points in this letter need to be included, but you are free to say them in your own words, modify the nuances as appropriate to your discipline, and include additional items you want the evaluator to address. This letter will be sent by the department chair or, in the colleges without departments, by the associate dean or head of personnel/HR departmental committee.***

Dear Professor {last name},

Thank you for agreeing to serve as an outside evaluator of the application for Dr.{Candidate’s Last name} to consider whether they should be granted {tenure/tenure and promotion to the Associate Professor rank/promotion to Professor} in the {Department Name}, effective Fall Semester {20XX}. I recognize that this sort of request is burdensome and the Department greatly appreciates your willingness to assist us by providing this evaluation. We need to have your letter by no later than {specify due date before letters to be uploaded to file}.

Florida International University is identified in the Carnegie Classification as a Research University/Very High Research Activity. The decisions we make in terms of faculty tenure and promotion/promotion are among the most important we will make with regards to maintaining this classification. As a distinguished scholar, I am certain that you have evaluated a number of tenure and promotion files and are in a position to reflect on how {Dr. Candidates Name} will contribute to the advancement of the discipline/profession, in particular in the field of [insert subfield].. [Insert any pertinent details about the department (e.g., PhD program, Master’s program, specialties.]

Please begin your letter with a brief statement on your prior relationship (if applicable) with the candidate and your suitability to objectively assess the merits of their candidacy.

Next, please provide an assessment of the quality of the candidate’s work: e.g., do their publications advance the field, have they had an impact on the discipline and profession, is there a coherent scholarly/creative program represented, and, in your opinion, is it likely that the candidate will continue these contributions in the future on the basis of the file? Please also comment on the reputation and standing of the venues in which the candidate has published and/or presented their work, and where relevant with respect to co-authorship, comment on any important indicators such as their status as senior/first author et al. {*for sponsored research*: Additionally, have they demonstrated a sustained independent research program, is the level of extramural funding appropriate for their career stage, are the funding agencies appropriate for the field, and does their research trajectory demonstrate an ability to secure future research funding?} Finally, please clearly indicate your recommendation with respect to the candidate’s bid for tenure and/or promotion.

**[MUST INCLUDE the following paragraph IF there is a tenure clock adjustment]** Please note that at our institution we assess a faculty member’s suitability for tenure based on the period of time the faculty has assigned duties rather than other factors, such as time since degree or time in rank. Please be aware that this faculty member is coming up for review for tenure and promotion at the right time for our institution and refrain from any comment about time periods when duties were not assigned.

To assist in your evaluation, our department has specified we include the candidate’s *vita*, biographical sketch, research statement, teaching statement, and service statement. As specified by our departmental procedures, I have also included copies of {the candidate’s full scholarly output/five most recent articles/five best scholarly/creative works (as selected by the candidate, etc.).

Comments on the candidate’s teaching philosophy are appreciated but not required.

While we ask junior faculty to concentrate on their teaching and research, we are also interested in your evaluation of the candidate’s service to the profession.

Finally, please accompany your evaluation with a copy of your full CV.

As indicated in my previous email, external evaluations are given very strong consideration in the overall evaluation of a tenure and promotion/promotion file and all solicited letters *must* be included in the candidate’s file. In order to include your letter in the file as it moves forward, I am requesting a signed letter on institutional letterhead no later than {specify due date before letters to be uploaded to file}.

As a reminder, [statement of status of confidentiality from previous email].

Thank you very much for your evaluation of this file. If you have any questions or concerns, please contact me at 305-xxx-xxxx or e-mail to [xxxx@fiu.edu.](mailto:xxxx@fiu.edu)

Sincerely,