Dear Professor {last name],

The Department of {Department name} at Florida International University is considering whether to recommend Dr. {Candidate’s Last name} be granted {tenure/tenure and promotion to the Associate Professor rank/promotion to Professor} in the {Department Name}, effective Fall Semester {20XX}.

To be considered for {tenure and promotion}, the University requires five (5) letters from scholars in the candidate's field who are tenured at benchmark institutions (i.e., they should come from universities ranked by Carnegie as Research University/Very High Research Activity or Research University/High Research Activity). Given your expertise in {Research Area}, the department’s tenure & promotion committee has identified you as an ideal candidate to give an appraisal of Dr. {Candidate’s name} work and contributions to the field.

*[Here you could include a summary of the faculty member’s accomplishments in research and/or creative activities during the review period. Please note that if a faculty member has been given tenure credit (e.g. 3 years credit), the list of achievements during the credited time period must be included.]*

I am writing to ask if you would be willing to review Dr. [Candidate’s name}’s file this summer, and send a comprehensive written evaluation of their scholarship and future promise by {Date}? The University’s Tenure and Promotion handbook stipulates that all responses to letters soliciting evaluation for promotion and tenure purposes must be included in the candidate's binder, so your recommendation would have a significant impact on our internal deliberations.

The Tenure and Promotion handbook also stipulates that departments must vote on whether letters would be confidential. The {Department Name} voted for letters to be accessible, and therefore any written evaluation provided would be accessible to the candidate. However, please note that Dr. {last name} has waived their right to see the external letters provided.

At this juncture, all I need from you is a yes or no. If you reply affirmatively, I will follow up next week with a formal letter stipulating precisely what we need from you in your evaluation as well as their tenure file electronically.

Please let me know within a week if you are willing to help {Candidate’s name}, and thereby my department, College, University, and profession, in this important matter.

Thank you so much for your time and consideration of this request.

Sincerely, (signed by department chair or associate dean for colleges without departments or head of personnel/HR departmental committee)