

EXAMPLES OF LETTERS REQUESTING EXTERNAL PEER REVIEW

→ edited lightly ...

"Below is a model letter for P&T in our department. Sometimes we modify it to fit the strengths of the applicant." – Department Chair A

Dear Dr. XXXX (external reviewer)

Thank you for agreeing to write a letter of reference for Dr. YYYY. We would appreciate a candid statement from you that specifically addresses the following points:

1. A statement of your relationship, if any, with Dr. YYYY.
2. Any information you may have on Dr. YYYY as a mentor and/or her teaching ability.
3. The quality and potential of Dr. YYYY's scholarship and its impact on her field.
4. Her contributions to professional organizations and other professional activities.
5. Based on your knowledge of Dr. YYYY, what ranking would your institution give her? Would your institution grant her promotion?
6. One important consideration is the assessment of her independence as an investigator.

Please feel free to add any other information that you believe will help in evaluating Dr. YYYY's credentials. To assist you with this letter, attached are a copy of her current curriculum vitae, position description, student evaluation of teaching (SET) scores, and her candidate's statement.

If there is any other assistance I can provide, please do not hesitate to reach out.

Sincerely, **Department Chair A**

Title: Department Chair
Department of Veterinary
College of Veterinary Medicine
University of

EXAMPLE #2

Dear Dr. Q: (external reviewer)

Thank you for agreeing to review the dossier of Dr. D of the Department of Veterinary who is currently under review for promotion to the rank of Clinical Associate Professor. Her position is described as 50% teaching, and 50% service.

I enclose Dr. D's curriculum vitae and samples of her publications; the guidelines for promotion and tenure adopted by this department are also attached. **PLEASE NOTE:** Dr. D will be providing a summary of student evaluations of her instructional activity, which will also be sent along shortly.

We are seeking a candid evaluation of the candidate's record, emphasizing the last five or six years, rather than a letter of recommendation regarding promotion. An analysis of her scholarly contributions in veterinary medical education and [*clinical specialty area*], including impact and significance of the publications to the field or discipline, overall level of creativity, potential for future productivity, extent of the development of a national/international reputation, and a comparison with peers in the same field, would be most useful. If you have met the candidate, please state the context. Your letter will be read both within the department and by other committees and administrators who review the dossier.

If you are also able to comment on the candidate's off-campus service, please do so.

As I stated in my initial email, we will need your response by **Thursday, September 1**. Two to five pages would be optimal. The letter should be provided as a signed hard copy on letterhead. I would also appreciate receiving a short c.v. or bio (or link to your website) so the department can provide a brief synopsis in the candidate's dossier. Your evaluation will be confidential to the extent such protection is afforded by university policies and state, local, and federal laws.

We realize that this request places a burden on your busy schedule. However, we also believe that you understand the importance of your review to this process. Thank you very much for your assistance.

Sincerely, **Department Chair B**

Title: Department Chair
Department of Veterinary
College of Veterinary Medicine
University of

EXAMPLE #3

Dear Dr. Z,

I hope you are having a good summer. My apologies for the minor harassment, but this is just a follow-up to the packet of materials sent by mail a week or two ago in case there were any issues with the mailing.

As way of reminder, MyUniversity is considering Dr. X for promotion to full professor and we would appreciate your candid opinion of his qualifications and any other information that will assist us in making an appropriate recommendation.

Particularly, if your letter could focus on:

1. The length and nature of your relationship with the candidate.
2. The candidate's intellectual independence to pursue his goals.
3. The candidate's reputation and relative standing in his field.
4. The candidate's teaching ability (including seminars and discussion panels).
5. The candidate's general potential for scholarly achievement.

Please find attached a copy of Dr. X's CV. I can send other supporting materials if requested. I would also be happy to chat with you by phone if you have questions.

An aspect of this request for promotion that is somewhat different from most others in our department is related to Dr. X's distribution of effort. Although an outstanding researcher, Dr. X realized a few years back that his passion was in teaching and helping veterinary students maximize their potential in their first years in the program. Thus, as outlined in his CV, his distribution of effort is 50% Teaching, 40% Administration, 10% Service. Thank you for your assessment of his efforts.

Your reply will be employed only in the tenure and/or promotion process. However, these letters may be subject to release under state law.

Again, apologies for the minor harassment. It would be great if your letter could be available by Wednesday, July 24 if at all possible.

Thank you, **Department Chair C**

Title: Department Chair
Department of
College of Veterinary Medicine
MyUniversity