

## **Appendix A: Sample letter to external reviewer**

Date

Name, title, address

Dear External Reviewer:

The Department of Higher Learning at Missouri State University wishes to thank you in advance for your willingness to contribute an external review for our tenure and promotion process. You have been selected based on your ability and expertise to provide feedback on the quality and significance of the Candidate's scholarship to his/her discipline.

The Candidate is Dr. Chris McCarthy, Associate Professor in the Department of Higher Education. Dr. McCarthy is beginning his 11th year with the university and is applying for promotion to the rank of Professor.

Included in this material, please find the following:

1. Personal Statement (2-5 pages summarizing teaching, research and service contributions)
2. A curriculum vitae.
3. University and department criteria for tenure and/or promotion.
4. Information on the candidate's teaching assignment and workload for each academic year in current rank.
5. Complete examples of scholarship (books, published articles, etc.) representing each academic year in the current rank.

We are requesting a professional assessment of the quality and significance of the Candidate's performance in the area of scholarship. Your evaluation will be treated as a personnel document; although rarely invoked, the university does have a policy allowing a faculty member to obtain access to his/ her personnel file. Please include a statement indicating that your personal or professional relationship with this candidate does not pose a conflict of interest.

The departmental personnel committee will begin their review of applications for tenure and/or promotion in mid October, and we will need your completed review on or before October 2, 2009. We greatly appreciate your time and commitment to this very important faculty evaluation process. Should you determine that you will be unable to provide a review within the timeline specified, please let me know through e-mail or phone at your earliest convenience. Please do not hesitate to contact my office should you have any questions.

Respectfully,  
(Department Head)  
(Department)