Date

EXTERNAL REVIEWER’S NAME, TITLE, ADDRESS

Dear Dr. REVIEWER,

The Department of DEPARTMENT NAME 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 Dr. FACULTY APPLICANT’s scholarship.

Dr. FACULTY APPLICANT is currently an Associate Professor in the Department of DEPARTMENT NAME. Dr. APPLICANT is beginning her 11th year with the university and is applying for tenure and promotion to the rank of Professor.

Included in this material, please find the following:

1. Dr. APPLICANT’s personal statement, summarizing his/her program of research
2. A curriculum vita
3. DEPARTMENT NAME’s criteria for promotion at Missouri State University
4. Information on the number of hours taught and other pertinent details concerning Dr. APPLICANT’s teaching assignment in each academic year since his/her last promotion.
5. Samples of research selected by the Dr. APPLICANT that are relevant for the criteria provided.

We are requesting a professional assessment of the quality and significance of the Dr. APPLICANT’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 DATE. 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)