PROMOTION AND/OR TENURE
SAMPLE LETTER TO RESEARCH COLLABORATORS

The following is suggested text that may be modified to reflect your own style, as long as your letter:

1) states the candidate’s current rank and tenure status;
2) states the rank and tenure status for which the candidate is under consideration, especially noting the candidate’s placement in the pretenure period (see applicable sentences below);
3) guarantees confidentiality; and
4) does not offer an opinion on the candidacy.

Please send a draft letter to the dean for review/approval.

Dear __________________:

During the 20xx-xx academic year, (candidate), (current rank) (tenure status, if applicable) in the Department of ______________, will be considered for promotion to (rank and tenure).  [Add applicable sentence from below.]

As part of this process, we may solicit letters of evaluation from research collaborators who can describe Professor _________’s role in group efforts.  You have been recommended as a person who might evaluate (candidate)’s qualifications in this way.  Your assessment will help reviewers at the university determine (candidate)’s independent or unique role as an investigator.  Additionally, your comments on (candidate)’s recognition in the field and on the quality and impact of (his/her) published work and presentations would be welcome.  Any other relevant observations you might wish to make would be most helpful.

Enclosed is a copy of (candidate)’s curriculum vitae; (his/her) statements on research, teaching, and service; and three representative examples of his/her work in research/scholarship/creative endeavors.  A copy of the department’s promotion and tenure guidelines for this file is included as well.

It would assist our process greatly if I could receive your comments by ____________.  I also would appreciate receiving a one-two page biographical sketch from you.  For both, an electronic submission is acceptable. Your reply will be shared only with appropriate committees and administrators involved in this process, and will remain confidential to the extent permitted by law.

Your contribution is an important one, and I thank you for your assistance.  I look forward to hearing from you.

Sincerely,
(Department or Special Committee Chair)

**Select the applicable sentence…

1) If the candidate is tenured: “(Name) was awarded tenure in (year).”
2) If the candidate is being considered for promotion and tenure: “Tenure consideration is mandatory in (academic year).”
3) If candidate is being considered for promotion in the tenure track without tenure: “He/she is not now under consideration for tenure.  Tenure consideration will be mandatory in (academic year).”
4) If candidate has had a pretenure extension, add this sentence: “Tenure review at this time is considered within normative time because Professor (name) was approved for a pretenure period extension in accord with university polities.  Dossiers of individuals who have been approved for such extensions are to be evaluated without prejudice as if the work were done in the normal period of service.