Template Letter for P&T External Reviewer Requests

At a minimum, the following language is required:

[Date]
[Name] [Title]
[Department]
[Institution]
[Street Address]
[City, State, Zip]

Dear Professor/Dr. [Name]:

The [Department(s)] at Texas A&M University-Corpus Christi [is/are] considering [Professor/Dr.] for promotion from the rank of [specify rank; with/without tenure] to the rank of [specify rank; specify with/without tenure]. Faculty at Texas A&M University-Corpus Christi are tenured and/or promoted based on contributions in three areas: research, scholarly, and/or creative contributions (RSCA), teaching effectiveness, and service. Recognition of the quality of candidate's RSCA by their peers is a significant factor in the review process. We are contacting you because of your area of expertise, and we would value your candid assessment of [Professor/Dr.]'s research, scholarly, and/or creative activities. Your scholarly and professional judgment will play an important part in our evaluation of [Professor/Dr.] for tenure and/or promotion [specify if it is tenure and promotion, or promotion only]. Please be mindful that when you accept this invitation to assess [Professor/Dr.], you are affirming that you will be able to provide unbiased feedback.

Attached are the University's and the School of Arts, Media, & Communication's tenure and promotion criteria as well as the candidate's home departmental tenure and promotion criteria. You should assess the candidate according to the tenure and promotion criteria we have provided. Please do not evaluate the candidate as if they were being tenured and/or promoted at your own institution.

[ONLY FOR TENURED ASSOCIATE PROFESSOR SEEKING PROMOTION TO PROFESSOR: We wish to note that at Texas A&M University-Corpus Christi, the promotion from Associate to Full Professor is based on accomplishment and time in rank].

[For candidates with interdisciplinary appointments, include this paragraph: [Candidate's Name] is engaged in research, scholarly, and/or creative activity that is interdisciplinary in nature. [He/She/They hold a joint appointment in the departments of [discipline] and [discipline].] We invite your consideration of the interdisciplinary nature of [Professor/Dr.]'s RSCA in relation to others of comparable experience in their field.]

We would appreciate your comments on the following issues in a letter of no more than 2 single- spaced pages in length:

1. Please review the appropriate disciplinary or departmental, as well as school and university criteria for RSCA expectations for faculty applying for promotion and/or tenure. Based on these criteria, provide an assessment of the candidate's contributions to RSCA in the field. To facilitate your evaluation of the work in detail, enclosed are some examples of [Professor/Dr.]'s research, scholarly, and/or creative activities as well as a current CV.
2. Please describe the contributions and achievements of this faculty member's RSCA within their discipline.

3. Describe how the candidate's continued RSCA are likely to contribute to the field.

[The following paragraph must be included verbatim in ALL letters soliciting an evaluation of the candidate.]

Under the School of Arts, Media, & Communication at Texas A&M University-Corpus Christi policy, your letter and CV will become part of the official promotion packet for [Professor/Dr.]. They will be accessible to all internal reviewers. Only your letter, in a redacted form, will be shared with the candidate under review. Please note that identifying information on the letterhead as well as the reviewer's name at the beginning and end of the letter will be redacted. The body of the letter will not be edited or redacted.

Due to the timeline for tenure and promotion review, we kindly require your response by [_].

We sincerely appreciate the time and effort such evaluation letters take, and we thank you in advance for your important contribution to our process at Texas A&M University-Corpus Christi. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]
[Title]