

SAMPLE OF LETTER SENT TO OUTSIDE EVALUATORS

Dear

Our department has been reviewing the work of _____ and will formulate a recommendation to the President in September regarding an appointment with tenure. I am writing to ask if you would be willing to assist us in this most important task by providing an evaluation of Professor _____ scholarly work. College legislation requires that we seek evaluations of her work from a small number of people such as you, who can comment with knowledge and authority on the scholarly competence and significance of her research, and who can place her work in the context of her particular field. We will rely heavily on these outside evaluations in assessing her scholarly achievement and potential. We are particularly interested in your comments on the quality rather than the quantity of her written work. We are not asking you to advise us on the conclusion of whether we should or should not recommend her for a tenured appointment (although if you care to offer such advice, we would welcome it, of course).

Our general criteria for evaluating all faculty members are growth as a scholar and effective teaching. We take into account the fact that Mount Holyoke is a liberal arts college and that the teaching load is somewhat heavier than that in a university. Contributions to the life of the College, the work of the Department, and the affairs of the larger community, though secondary, are also considered.

I have enclosed a copy of Professor _____ curriculum vitae. As you will see, her scholarly works are in the areas of _____. We would welcome your comments on all her work; but if you prefer, you may restrict your comments to particular aspects of it.

I do hope you will be able to help us with this most important decision. If so, I would be pleased to send you copies of the relevant papers and her book. Since the Department must review the comments of outside reviewers, such as yourself, and submit its recommendation in late September, it would be most helpful if we could receive your letter by September 1. Your letter of evaluation will be held in strict confidence and will be available only to the senior members of the Department, the College's Advisory Committee on Appointments, Reappointments, and Promotions, the President, and the Trustee Committee on Education. The Advisory Committee asks for a signed letter in hard copy, not an e-mail communication.

The College allows us to offer a \$250.00 honorarium as a small token of our appreciation for your efforts. In order to facilitate processing the honorarium, we would appreciate your sending to us your home address and social security number.

My colleagues and I very much hope that you are able to assist us in evaluating Professor [redacted] work. We thank you for giving the matter your consideration.