Date

Professor

Address

City, State

Dear Professor \_\_\_\_\_\_\_\_\_:

Please consider agreeing to review the case of XXXXX who is being considered for promotion to XXXXXX [with tenure] in the [DEPARTMENT] at The University of Texas at Arlington.

Your written response would include evaluating the candidate’s scholarship as evidenced by his/her [RESEARCH AND PUBLICATION RECORD]/[RECORD OF CREATIVE ACTIVITY]. We are especially interested in Professor XXXXX’s contribution to his/her field during the tenure-earning years, the significance of such contributions, and prospects for continued contribution.

The materials provided to you would include:

1. A current vita
2. Copies of selected publications/creative works: (listed)
3. The UT Arlington [DEPARTMENT]’s promotion and evaluation policies for your reference

Please include a statement underneath the signature line explaining how you know XXXXXX. Also, please use the space beneath the signature line to provide any sensitive information you feel must be redacted. Anything below and including the signature line will be redacted automatically.

In order for us to meet university deadlines, we must receive a signed copy of your external review letter no later than DEADLINE. Your letter should be signed and on your university letterhead. If you wish to scan and send a PDF, that is acceptable; or you may send a hard copy.

Under University policy, your letter will be released to the candidate in redacted format, after removing your personal identifying information and statements. All redactions will be completed centrally by qualified individuals.

Should you have any questions or concerns, feel free to contact [CONTACT], who is coordinating the external review efforts, at [PHONE] or [EMAIL] Thank you again for considering this important service.

Please reply with your willingness to review as soon as is convenient so we may ensure adequate time to get you all materials.

Cordially,

[CHAIR NAME]

Chair

Enclosures