

Letter Template to External Reviewers

Date

Inside Address

Dear Professor **XXX**:

Thank you for agreeing to serve as an external reviewer of the scholarly activity of Assistant/Associate Professor **YYY**, who is being considered at this time for **tenure and/or for promotion** to the rank of **associate professor/professor**.

As you may know, Kennesaw State University is Georgia's third-largest university. While KSU is primarily focused on undergraduate education, we also offer several dozen master's degrees and a small but growing number of doctoral programs. Designated by the Board of Regents of the University System of Georgia as a comprehensive university, Kennesaw State is committed to becoming a world-class academic institution positioned to broaden its academic and research missions and expand its scope on a local, regional, and national level.

As you review Professor **YYY**'s work, please note that since the time of **his/her hiring/last promotion review**, Dr. **YYY**'s teaching load has, on average, been **X** classes and/or **ZZ** credit hours per semester. Dr. **YYY** is a member of the Department (s) of _____.

Chair: Provide a brief description of your department/school here (and/or possibly a link to your department/school webpage if appropriate).

We do not wish that you make a **tenure/promotion** recommendation as such. Your evaluative comments, however, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our process. As you review these materials and address the candidate's scholarly contributions, we ask that you provide specific commentary in the following areas:

1. How do you know the candidate, in what capacity, and for what length of time?
2. How would you assess the candidate's contributions to the field (publications, conference proceedings, conference presentations, exhibits, performances (**whatever is appropriate in the specific discipline**) in terms of significance and impact?
3. In your judgement, what is the candidate's potential for future success?

To assist you, I have included Dr. **YYY**'s current vita, selected publications and/or other materials which **he/she** has submitted for review, and the department's guidelines for promotion and tenure. Your written comments will become part of Professor **YYY**'s promotion and tenure portfolio and will be seen by committees and administrators involved in the promotion and tenure process at KSU. Your letter will be kept confidential to the extent possible in compliance

with the Georgia Open Records Act (O.C.G.A §50-18-0 through 50-18-76) and other applicable law.

Please include a copy of your current vita along with your evaluation letter. Your letter and vita should be sent directly to me at the address below. In light of our promotion and tenure timeline, I would appreciate receiving your evaluation letter no later than **01 July**.

Thank you very much for your willingness to assist Kennesaw State University in this very important process. If you have any questions please call me at 470.578.XXXX.

Sincerely yours,

Name

Title