

Model letter. To assure more consistency than is currently the case as external reviewers are solicited, all departments should use the following letter.

Dear _____:

The Department of _____ is evaluating the academic and professional record of _____ who is being considered for tenure and advancement in rank to the position of associate professor [or advancement in rank to the position of professor] at Miami University. Miami is a state-assisted university in Ohio. Approximately 15,000 undergraduates and 1,500 graduate students are enrolled at the Oxford campus. Campuses in the nearby cities of Hamilton and Middletown enroll approximately 5,000 undergraduate students. Miami University is classified in the Carnegie system as a Doctoral-Intensive University, currently offering doctoral programs in 12 fields that award a total of about 50 doctorates a year. **[ADDITIONAL DEPARTMENT-SPECIFIC INFORMATION MAY BE INSERTED HERE]**

We would appreciate your candid assessment of Professor _____'s scholarly or creative achievements to assist our decision-making process. We would like your assessment of these works and your answers to the following:

1. Are you acquainted with Professor _____, and, if so, for how long and under what circumstances?
2. How do you assess the quality of Professor _____'s scholarly or creative works, including the significance and impact of his or her contribution to the literature and to the field, and the quality of the venue or publisher?
3. Which of his or her scholarly or creative accomplishments do you judge to be the most significant and why?
4. How do you assess Professor _____'s development as a scholar or creative artist compared with others in your field who are at a similar stage of their career?

We would be grateful for any additional comments you might have.

Effective teaching and service are critical criteria for tenure and promotion, but our evaluation of teaching and service is being carried out separately. Therefore, we are not asking for an assessment of the candidate's likelihood to achieve promotion and/or tenure at your, or another, institution. We are asking you only for your assessment of the candidate's scholarly or creative accomplishments. The candidate's curriculum vita is enclosed, along with a package of Professor _____'s scholarly or creative work.

For your comments to receive full consideration, we will need to receive your letter no later than _____. We will accept a facsimile or email by that date if followed by a letter with your original signature within a few days. Please enclose a copy of your abbreviated curriculum vita or resume (preferably no longer than one page). Under the laws of the State of Ohio, Professor _____ has the right to request to see any materials in his or her general file, including your letter, as your letter is considered a public record. Should you have questions or concerns, please call me at _____.

As faculty members, we realize that a significant amount of time is required to do a thoughtful review. We thank you in advance for your time and effort with this particular matter.

Very truly yours,

Professor and Chair

4/23/2009