Dear Referee:

The Department of [name of department] is evaluating [name of candidate] for [examples: continuing status and promotion to associate rank; continuing status only; promotion to full rank]. Since you are recognized as a leader in your field, we would appreciate your assistance in assessing the candidate’s record of work and position effectiveness. Candidates on our continuing-status track have the same rights and benefits as a faculty member on the tenure track, but their assigned duties often vary more widely. To attend to such variations, we ask that you attend to the candidate’s effectiveness with assigned responsibilities when making your assessment.

[The following statement should be included when requesting reviews of candidates with assigned research and scholarship duties.] The University of Arizona values an inclusive view of scholarship in the recognition that knowledge is acquired and advanced through discovery, integration, application, and teaching. Given this perspective, promotion and tenure reviews, as detailed in the criteria of individual departments and colleges, will recognize original research contributions in peer-reviewed publications as well as integrative and applied forms of scholarship that involve cross-cutting collaborations with business or community partners, including translational research, commercialization activities, and patents.

The University of Arizona highly values interdisciplinarity, so we request that you also consider the candidate's interdisciplinary contributions to teaching, research, outreach, service, and related professional innovations. [This passage may be included if appropriate to the candidate's duties.] As part of [name of candidate]’s duties, [he/she] participates in the following interdisciplinary units and/or Graduate Interdisciplinary Programs: [Names of units and/or GIDPs]. A description of [name of candidate]’s interdisciplinary efforts in these programs is included in the dossier.

In your letter, please note how well you know the candidate. If you have collaborated with the candidate within the last five years, please describe the nature and extent of your collaborations. The University of Arizona defines collaborators as individuals who have coauthored books, articles, abstracts, and grant proposals within the last five years. Collaborators also include dissertation directors and former coworkers who have worked so closely with a candidate that questions may arise about whether they can offer independent assessments. Rather than submitting external review letters, collaborators are invited to submit collaborator letters that outline the significance of the independent contributions of candidates.

We have attached the following materials to help you evaluate [name of candidate]’s record:

1. a curriculum vitae;
2. a summary of the candidate’s specific workload assignment and position description;
3. the Candidate Statement of Achievements and Objectives;
4. copies of the relevant units’ continuing status and promotion criteria; and
5. a representative set of [examples: articles, chapters, slides, audio and/or video recordings]

We ask external reviewers to provide a detailed assessment of the strengths, weaknesses, and impact of candidates’ programs of work, including the significance and impact of their contributions, recognition at national or international levels, and the promise of sustained excellence in their positions. If research and scholarship are a significant part of the candidate’s duties, we would appreciate your assessment of the relative ranking of the journals, presses and other venues in which the candidate has published. Our criteria also include consideration of service, outreach, and teaching, in formal and informal settings. If you have information and recommendations based on these areas, we will appreciate your comments on them. Finally, we ask that you specifically state if you recommend that the candidate be awarded [examples: continuing status and promotion to associate rank; continuing status only; promotion to full rank].

We greatly appreciate your willingness to invest your time in this process. Please include a copy of your abbreviated curriculum vitae with your review. Your recommendation will be treated with the greatest possible confidentiality permitted by the Arizona Board of Regents’ policy and applicable law.

Please return your evaluation by [date]. If you are unable to do so or have questions about the process, please let me know as soon as possible. Thank you for your contributions to this review.

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