

APPENDIX D: REQUIRED TEMPLATE FOR LETTER TO SOLICIT INDEPENDENT EXTERNAL REVIEWERS

Dear Referee:

The Department of *[name of department]* is evaluating *[name of candidate]* for *[examples: career track promotion to senior lecturer, principal lecturer, associate professor (career-track), associate professor of practice; promotion to full professor (career-track) or professor of practice]*.

Since you are recognized as a leading scholar in *[name of candidate]*'s field, we would appreciate your assistance in assessing the candidate's record of work. 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 on the career track as detailed in the criteria of individual departments and colleges, will recognize engaged scholarly contributions in research, creative activities, instruction, service and commercialization activities.

In your letter, please note how well you know the candidate. If you have collaborated with the candidate within the last five years, we will appreciate your describing the nature and extent of your collaborations. The University of Arizona defines collaborators as individuals who within the last five years have coauthored books, articles, abstracts, and grant proposals. Collaborators also include individuals such as dissertation advisors, mentors and former coworkers who have worked so closely with a candidate that questions may arise about whether they can offer independent assessments of the candidate's achievements. 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. *Section 2: Summary of Workload Assignment;*
2. *Section 3: Department, Unit and College Criteria;*
3. *Section 4: Curriculum Vitae and List of Collaborators;*
4. *Section 5: Candidate Statement;*
5. *(Optional) Section 6: Teaching Portfolio and/or Section 8: Leadership Portfolio for Service and Outreach; and*
6. a representative set of *[examples: articles; slides; audio and/or video recordings]*

This paragraph may be included if appropriate to the candidate: The University of Arizona highly values interdisciplinarity, so we request that you also consider *[name of candidate]*'s interdisciplinary contributions to teaching, research and service. As part of *[name of candidate]*'s duties, [they] 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.

We appreciate your providing a detailed assessment of the strengths and weaknesses of the candidate's record, including the significance and impact of the candidate's disciplinary contributions, recognition at national or international levels, and promise of sustained scholarly activity. As part of your assessment, please evaluate the relative ranking of the journals, presses and other venues in which the candidate has published. Our criteria also include consideration of teaching and service. 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: examples: career track promotion to senior lecturer, principal lecturer, associate professor (career-track), associate professor of practice; promotion to full professor (career-track) or professor of practice]*.

I 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.