Dear [Professor/Dr.] %EV\_Last%:

The Department of [name of department] is evaluating [name of candidate] for [examples: promotion to associate rank with continuing status; continuing status only; promotion to full rank]. 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 for quality, impact, and innovation.  
The University of Arizona values an [inclusive view of scholarship](https://facultyaffairs.arizona.edu/universitys-inclusive-view-scholarship) with the recognition that knowledge may be acquired and advanced through discovery, integration, application, teaching, and service. Given this perspective, promotion and tenure reviews, as detailed in the criteria of individual departments and colleges, will recognize original research, scholarship, and creative activity contributions in peer-reviewed publications as well as integrative and applied forms of scholarship that involve cross-cutting collaborations with business and community partners, including translational research, commercialization activities, and patents.

Please note that in 2018 the UArizona earned its designation as a Hispanic Serving Institution (HSI) and highly values contributions that advance the capacity to serve Latinx students, and students from all underrepresented backgrounds, through scholarship, creative activity, teaching, and service.

In your letter, please note how well you know the candidate and the candidate’s work. If you have collaborated with the candidate within the last 5 years, we will appreciate your describing the nature and extent of your collaborations. UArizona defines collaborators as individuals who within the last 5 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.

UArizona recognizes that the COVID19 pandemic, and related deepening of racial gaps, have taken a serious toll on faculty productivity and interrupted the career plans for many. Faculty have risen to the occasion to continue their work while managing the concomitant challenges of working at home, caring for others, and swiftly moving all of their activities online. Candidates provide a pandemic statement in order to help reviewers understand the changes to workload distribution or trajectory of the candidate's work. In order to provide a fair review of the quality and impact of work, we ask that you consider the vastly different circumstances that faculty have been operating under, and adapting to, during the pandemic period.

[Include for eligible candidates with a clock delay] During the pandemic, the Office of the Provost has encouraged faculty to request a one-year continuing clock extension. All clock delays should not be treated as “extra time” in that they should not raise promotion-and-tenure expectations. Rather, a clock delay should be understood as a way to remediate unexpected barriers to productivity. Accordingly, your evaluation should focus on the quality and impact of the work while allowing for flexibility in the trajectory over time.

[Optional paragraph for GIDP contributions] UArizona 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, [he/she/they] participate in the following interdisciplinary activities: [Names of units and/or GIDPs]. A description of [name of candidate]'s interdisciplinary efforts in these programs are included in the dossier.  
Within this context, we ask that you provide a substantive assessment of the strengths and weaknesses of the candidate's research record, including the significance and impact of the candidate’s disciplinary contributions, the impacts of those 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 appreciate your comments on them. Finally, we ask that you specifically state if you recommend that the candidate be granted [examples: promotion to associate rank with continuing status; continuing status only; promotion to full rank]. I greatly appreciate your willingness to invest your time in this process. Please include your abbreviated curriculum vitae with your review letter. 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 perform the evaluation or have questions about the process, please let me know as soon as possible. My sincere thanks for your contributions to this review.

Regards,

[Name and contact details for Dept Head, Chair, or Director]

P.S. To view materials, please click the “View Request” button at the top of this message.