## **[Place letter on official letterhead for the department.]**

## *[Date]*

## Dear [*name of independent external reviewer*]:

The Department of [*name of department*] is evaluating [*name of candidate*] for [*examples: promotion to associate professor with tenure; tenure-only; promotion to full professor*].

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/content/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 University of Arizona earned its designation as a Hispanic Serving Institution (HSI). The University highly values the contributions of faculty that advances the capacity of the institution 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. The University of Arizona 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.

Click ‘View Request’ and ‘Accept’ to read the following materials and provide an evaluation for [*name of candidate*]'s record:

* Section 2: Summary of Workload Assignment;
* Section 2A: Pandemic Impact Statement;
* Section 3: Department / Unit and College Criteria;
* Section 4: Curriculum Vitae;
* Section 4B: Representative work (examples: articles, slides, audio and/or video recordings.)
* Section 5: Candidate Statement;
* Section 6: *(Optional, as appropriate)* Teaching Portfolio; and/or
* Section 7: *(Optional, as appropriate)* Leadership Service Portfolio.

*The candidate’s materials are only visible after selecting ‘View Request’, and scrolling to the bottom of screen to select ‘Accept’ to provide an evaluation letter.*

The University of Arizona 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. We ask that reviewers carefully consider and comment on how the pandemic may have impacted the candidate’s workload, productivity and achievements.

UArizona has provided candidates an opportunity to provide a pandemic statement in order to help reviewers understand how institutional and professional changes due to the pandemic, which began in Spring 2020, may have impacted the anticipated workload distribution or trajectory of the candidate's work. On this statement we also provide an opportunity for candidates to indicate if they personally identify with the now-recognized disproportionate impacts of the pandemic that many studies have found for women and BIPOC (Black, Indigenous or People of Color) faculty. 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.

**This sentence is included if the candidate is being considered for tenure**: During the pandemic, the Office of the Provost has [encouraged faculty to request a one-year tenure clock extension](https://provost.uoregon.edu/coronavirus-tenure-clock-extension-faq). 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 for unexpected barriers to productivity. Accordingly, your evaluation should focus on quality and impact of the work while allowing for flexibility in the trajectory over time.

**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, [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 is 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 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 professor with tenure; tenure-only; promotion to full professor*].**

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]*