Dear [name of research collaborator]:

The Department of [name of department] is evaluating the academic and professional standing of [name of candidate], who is being considered for [examples promotion to associate rank with continuing status or tenure; tenure-only, continuing status only; or promotion to full rank].

We understand that you have collaborated with [name of candidate] and we would sincerely appreciate your assistance in assessing [her/his/their] contributions by providing us with a letter of evaluation regarding your work together.

In your evaluation, we ask that you describe the scope and length of your collaborations and the contributions that [name of candidate] has made to those collaborations. Then, please address these questions:

What was the extent of the candidate’s contributions to your research partnership?

How important were those contributions to the research?

How do those contributions fit into the candidate’s overall research program?

What is the significance of the candidate’s contributions to the literature and to the field, and / or the regional, national, or international recognition that has been earned by the candidate?

What is your assessment of the academic independence / intellectual leadership demonstrated by the candidate’s?

What is your assessment of the strengths and weaknesses of the candidate’s record?

How would you assess the promise of sustained scholarly activity by the candidate?

Please also indicate whether you recommend that [he/she/they] be awarded [examples: promotion to associate rank with continuing status or tenure; tenure-only, continuing status only; or promotion to full rank] on the basis of your evaluation.

The University of Arizona values an [inclusive view of scholarship](https://facultyaffairs.arizona.edu/content/universitys-inclusive-view-scholarship) in the recognition that knowledge may be acquired and advanced through discovery, integration, application, teaching, and service. Given this perspective, promotion 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.

Our criteria for [examples: promotion to associate rank with continuing status or tenure; tenure-only, continuing status only; or promotion to full rank] include consideration of applied research, outreach education, teaching and service. If you have information and recommendations based on these areas, we would also appreciate your comments related to [name of candidate]’s full program.

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, impacts 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.

I am aware that your consideration and evaluation of the work of our colleague will require considerable time, and greatly appreciate your willingness to assist us in this way. 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. The candidate’s materials are only visible after selecting ‘View Request’ at the top of this message. Please select ‘Accept’ to provide an evaluation letter to begin viewing the materials.

Dear [Name of Professional, Client, or Other Community Collaborator]:

The Department of [name of department] is evaluating the academic and professional standing of [name of candidate], who is being considered for [promotion to associate rank with continuing status or tenure; tenure-only, continuing status only; or promotion to full rank].

We understand that you have collaborated with [name of candidate] and we would sincerely appreciate your assistance in assessing [her/his/their] contributions by providing us with a letter of evaluation regarding your work together.

In your evaluation, we ask that you describe the scope and length of your collaborations and the contributions that [name of candidate] has made to those collaborations. Then, we ask that you please address these questions;

How would you assess the effectiveness and impact of the candidate’s contributions?

Are you able to provide specifics that demonstrate the quality of the candidate’s work with you and the contributions that the work has made to serving your needs?

If you are familiar with the candidate’s field of study, can you comment on the strengths and weaknesses of the candidate’s record, including such things as significance and independence of his/her contributions to the literature and to the field, recognition at regional, national or international levels, and promise of sustained research-based activity?

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.

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,

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