[fill in date]

Professor [fill in]
Department of [fill in]
University of [fill in]
[complete address]

Re: External Review of Associate Professor [fill in]’s Scholarship

Dear Professor [fill in]:

Thank you for agreeing to serve as an external reviewer of Associate Professor [fill in]’s scholarship and scholarly reputation. Associate Professor [fill in] is under consideration for promotion to full professor at Old Dominion University. The advice of experts on the research performance of Professor [fill in] is important to our review process.

Old Dominion University is a Carnegie Research University with high research activity. As such, the scholarship of our faculty is of prime importance.

The Old Dominion University Faculty Handbook states that for appointment and promotion to the rank of full professor, “External reviewers will be asked to evaluate a) the quality of the scholarship or creative work under review and b) the scholarly reputation (regional, national, international) of the candidate.”

You were selected as someone whose scholarly achievement makes you especially qualified to evaluate Professor [fill in]’s scholarly agenda and accomplishments. Please accept our thanks in advance for conducting this review. Attached are a curriculum vitae and a collection of Professor [fill in]’s publications [modify “publications” as necessary]. Also attached are the relevant sections of the Old Dominion University Faculty Handbook [currently pages 26-32b].

With your review, please enclose a copy of your own resume. Also, please inform me of any relationship to Professor [fill in] that might be interpreted as a conflict of interest. Your review will be held in confidence to the extent allowed by law.

I will appreciate receiving your response by [fill in]. Again, thank you for your review. I realize this is a time-consuming task but it is of the highest importance to us.

Sincerely yours,

[fill in]
Chair
Department of [fill in]