**E-MAIL SEEKING EXTERNAL EVALUATION FOR PROMOTION FROM AP TO AOPN**

[To be sent via e-mail only with cv attached to all prospective outside referees]

Dear Professor \_\_\_\_\_\_\_\_\_ ,

The Department of \_\_\_\_\_\_\_ at Yale University is currently preparing to consider the promotion of Professor \_\_\_\_\_\_\_\_\_\_ from the rank of Assistant Professor to Associate Professor on Term (without tenure). We would be very grateful if you could help us in assessing Professor \_\_\_\_\_\_\_\_’s scholarly achievements and his/her impact on the field. A letter from you as an expert in [SELECT ONE: his/her] area would be of great value not only to the professors of the Department of \_\_\_\_\_\_\_\_, but also to the committee at Yale that evaluates promotions to non-tenured professorships, in the event that the department recommends Professor \_\_\_\_\_\_ for promotion.

At this point, I am asking only if you would be willing to undertake such an evaluation. I am attaching to this e-mail a copy of Professor \_\_\_\_\_\_\_\_’s current c.v. for your information. If you can help us with your evaluation, I will send you a more formal letter describing our promotion process and criteria as well as copies of [SELECT ONE: his/her] published and unpublished scholarship. If you agree to provide a letter, we would ask to receive it by \_\_\_\_\_\_\_.

On behalf of all my colleagues I would like to thank you very warmly for your invaluable help. Your response will be kept in close confidence.

With best wishes,

Chair, Department of \_\_\_\_\_\_\_\_

Yale University

cc: Tamar Gendler, Dean of the Faculty of Arts and Sciences

 [Chair of the Area Committee]

1/25/15