***E-mail seeking external evaluation for promotion to tenure (either Associate Professor with tenure or Professor). Selection of letter writers should be made in consultation with the Chair of the appropriate Area Committee and the FAS Dean.***

[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 [SELECT ONE: Assistant Professor/ Term Associate Professor (without tenure)] to [Associate] Professor with 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 Tenure and Promotion Committee, in the event that the department recommends Professor \_\_\_\_\_\_ for promotion.

[If the referee has previously written a letter for appointment or promotion of the candidate at Yale, please include the following paragraph:

Because you were involved with Professor \_\_\_\_\_\_\_\_’s promotion assessment so recently, we would be glad to accept your assessment either in the form of an updated letter, or a short supplement to your earlier letter. Beyond your original assessment, we would ask that you 1) assess the work that Professor \_\_\_\_\_\_\_\_ has produced since you last reviewed [HIS/HER] case, and 2) compare Professor \_\_\_\_\_\_\_\_’s scholarly achievements to those of specific other scholars working in the same field, and whose names would be identified in our subsequent correspondence.]

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describing our promotion process and criteria as well as copies of [SELECT ONE: his/her] and/or links to published and unpublished scholarship. (If you would like copies of any published materials in advance of receiving the formal letter, please let me know.) 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.

Cordially,

Department Chair

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

[Chair of the Area Committee]

1/25/15

8/2014