**Letter to External Referees for Promotion to Tenure**

 *The substantive responses of at least seven referees who hold an “arms-length” relation to the candidate (and at least four of the letters must come from referees who have not previously written for the candidate for an appointment or promotion at Yale) will be sought to clarify the strengths (in a comparative context) of a candidate for tenure. The list of external referees and the list of comparison scholars must be approved the Chair of the appropriate Area Committee and the Dean of FAS. These letters must be solicited and reviewed by the department prior to its making a recommendation to forward the case or not forward the case to the relevant Tenure and Promotion Committee.*

Dear \_\_\_\_\_\_\_\_\_:

Thank you for agreeing to assist us in considering the promotion of Professor \_\_\_\_\_\_\_\_\_\_\_\_ to the rank of [Associate] Professor with tenure in the Department of \_\_\_\_\_\_\_\_\_\_\_\_. The senior members of the department greatly appreciate your willingness to evaluate [SELECT ONE: his/her] qualifications for this promotion. Candidates for professorships at Yale are expected to stand among the foremost leaders in their fields throughout the world*.*

The Department will base its recommendation primarily on the prospects that Professor \_\_\_\_\_\_\_\_\_\_\_\_\_ will continue to make lasting and distinguished contributions to the advancement of knowledge. However, [SELECT ONE: his/her] qualities and promise as a colleague, university citizen, and especially as a teacher are also very important considerations. While recognized achievements to date are essential in estimating accomplishments, we are prepared to consider all evidence for potential for significant achievement in the future.

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_'s curriculum vitae, research summary and selected publications are enclosed. Please let me know if you would like me to send copies of any of the other writings listed on the CV.

It would be especially helpful to our review if you would respond to the following questions:

(1) What, in your opinion, are Professor \_\_\_\_\_\_\_\_\_\_\_’s principal original contributions to research in the general field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and particularly in [SELECT ONE: his/her] area of specialization, i.e., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? Do the breadth, depth, and impact of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s scholarship and research place [SELECT ONE: him/her] among the leaders in his/her field throughout the world?

(2) How does the quality and the impact of [SELECT ONE: his/her] work compare with that of leading scholars in this field, for example, \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_? Are there others to whom we should be comparing Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? In making your comparisons please take into account differences in the professional experience of the individuals. We request your assessment of the evidence contained in Professor \_\_\_\_\_\_\_\_\_\_\_\_'s existing and ongoing work that [SELECT ONE: he/she] will produce research and scholarship as distinguished as the very best individuals in the field, and as the discipline and [SELECT ONE: his/her] career continue to develop.

(3) *[NOTE: the following question is optional, at the discretion of the FAS Dean, who will consult with the Chair of the Area Committee]* Finally, what is your estimate of the overall quality of scholars in Professor \_\_\_\_\_\_\_\_\_\_’s area of specialization?

Your confidential response will be helpful not only to the professors of this department but also, in the event that we decide to propose the promotion of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_, to the bodies charged with reviewing departmental recommendations for tenure. It would be most helpful if we could have your response by \_\_\_\_\_\_\_\_, and an e-mail response to me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ would be just fine. We thank you in advance for your help.

Cordially,

Department Chair

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

 [Chair of the Area Committee]

1/27/15