**Institute of Sacred Music**

**Letter to External Evaluators for Outside Appointment to Senior Faculty Ranks**

*Evaluators’ substantial responses (seven evaluators for Associate Professor Adjunct, Associate Professor on Term, Associate Professor with Tenure, Professor Adjunct, Professor in the Practice, and Professor with Tenure) will be sought to clarify the strengths (in a comparative context) of a designated external candidate for a senior rank. The list of external evaluators must be approved by the deputy provost. [These letters must be solicited and reviewed by the Institute prior to its making a recommendation to forward the case or not forward the case to the appropriate governing body.]*

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

Thank you for agreeing to assist us in considering the appointment of \_\_\_\_\_\_\_\_\_\_\_\_ to the rank of [Associate Professor Adjunct/Associate Professor on Term/Associate Professor with Tenure/Professor Adjunct/Professor in the Practice/Professor with Tenure] in the Institute of Sacred Music. The senior members of the Institute greatly appreciate your willingness to evaluate [his/her] qualifications for this appointment. Candidates for professorships at Yale are expected to stand among the foremost leaders in their fields throughout the world*.*

The Institute will base its recommendation primarily on the prospects that \_\_\_\_\_\_\_\_\_\_\_\_\_ will continue to make lasting and distinguished contributions to the advancement of knowledge and the practice of music. However, [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 prospective significant achievement in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_'s curriculum vitae and selected publications are enclosed. Please let me know if you would like me to send more detail regarding any of the other writings or work 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 \_\_\_\_\_\_\_\_\_\_\_’s principal original contributions to research and practice in the general field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and particularly in [his/her] area of specialization, i.e., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? Do the breadth, depth, and impact of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s scholarship and professional activities place [him/her] among the leaders in his/her field throughout the world?

(2) How does the quality and the impact of [his/her] work compare with that of leading scholars and practitioners in this field, for example, \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_? Are there others to whom we should be comparing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? 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 \_\_\_\_\_\_\_\_\_\_\_\_'s existing and ongoing work that [he/she] will produce research, scholarship, and other professional achievements as distinguished as those of the very best individuals in the field as the discipline and [his/her] career continue to develop.

(3) [NOTE: the following question is optional, at the discretion of the Dean] Finally, what is your estimate of the overall quality of scholars and practitioners in \_\_\_\_\_\_\_\_\_\_’s area of specialization?

Your confidential response will be helpful not only to the professors of the Institute but also, in the event that we decide to propose the appointment of \_\_\_\_\_\_\_\_\_\_\_\_\_, to the bodies charged with reviewing such recommendations. 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.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Institute of Sacred Music

Yale University

Cc: Emily Bakemeier, Deputy Provost for the Arts and Humanities

John Mangan, Associate Provost for the Arts and Humanities

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