**E-MAIL SEEKING EXTERNAL EVALUATION FOR OUTSIDE SENIOR RECRUIT**

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

Dear [title and name],

The Institute of Sacred Music at Yale University is currently preparing to consider 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]. We would be very grateful if you could help us in assessing \_\_\_\_\_\_\_\_’s scholarly and professional achievements and [his/her] impact on the field. A letter from you as an expert in [his/her] area would be of great value not only to the professors of the Institute of Sacred Music­­­ but also, in the event that the Institute decides to propose the appointment of \_\_\_\_\_\_\_\_\_\_, to the bodies charged with reviewing such recommendations.

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 \_\_\_\_\_\_\_\_’s current CV for your information. If you can help us by providing an evaluation, I will send you a more formal letter describing our appointment process and criteria as well as copies of \_\_\_\_\_\_\_\_’s selected published and unpublished scholarship and professional work. We would appreciate a response regarding your ability to provide a letter by \_\_\_\_\_\_. 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,

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

Yale University