**School of Drama**

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

 *Evaluators’ substantial responses (seven evaluators for Associate Professor Adjunct and Professor Adjunct) 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 School prior to its making a recommendation to the deputy provost.]*

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

Thank you for agreeing to assist us in considering the appointment of \_\_\_\_\_\_\_\_\_\_\_\_ to the rank of [Associate Professor Adjunct/ Professor Adjunct] in the School of Drama. We 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 School 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 [specific theatre field]. 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 practice [and research] in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? Do the breadth, depth, and impact of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s professional activities [and scholarship] 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 practitioners [and scholars] in this field[, for example, \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_]? Evidence of the quality of [his/her] teaching, professional practice, and service to the profession would be most welcome. We request your assessment, based on \_\_\_\_\_\_\_\_\_\_\_\_'s existing and ongoing work, as to whether [his/her] professional achievements[, scholarship, and research] promise to be 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 practitioners [and scholars] in \_\_\_\_\_\_\_\_\_\_’s area of specialization?

Your confidential response will be helpful not only to the School but also to the university administrative 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,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Yale School of Drama

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

 John Mangan, Associate Provost for the Arts and Humanities

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