

**PROMOTION AND/OR TENURE  
SAMPLE LETTER TO RESEARCH COLLABORATORS**

The following is suggested text that may be modified to reflect your own style; however, your letter must:

- 1) state the candidate's current rank and tenure status;
- 2) state the rank and tenure status for which the candidate is under consideration, especially noting whether the request is for early tenure consideration or mandatory consideration;
- 3) guarantee confidentiality; and
- 4) not offer an opinion on the candidacy.

Note also that while the text below indicates that the candidate's CV is enclosed, other information may be provided as well.

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

During the 20xx academic year, (candidate's name), ---rank--- Professor in the Department of \_\_\_\_\_, will be considered for (promotion to ---rank--- Professor and/or for award of tenure). **[If the candidate is tenured, add this sentence: "(name) was awarded tenure in (year)."]**

As part of this process, we solicit letters of evaluation from research collaborators who can describe Professor \_\_\_\_\_'s unique contributions to collaborative research. Your assessment will help reviewers at the university determine (his/her) independent role as an investigator. Your comments on Professor \_\_\_\_\_'s recognition in the field and on the quality and impact of (his/her) published work and presentations would be welcome. Any other relevant observations you might wish to make would be most helpful.

Enclosed is a copy of Professor \_\_\_\_\_'s curriculum vitae. If you need other information, please do not hesitate to let me know.

It would assist our process greatly if I could receive your comments by (date). I also would appreciate receiving a brief biographical sketch from you (1-3 pages in length). For both, an electronic submission is acceptable. Your reply will be shared only with appropriate committees and administrators involved in the process, and will remain confidential to the extent permitted by law.

Your contribution is an important one, and I thank you for your assistance. I look forward to hearing from you.

Sincerely,  
(Department or Special Committee Chair)