January 7, 2015

XXX   
Department of XXX  
School of XXX  
University of XXX  
City, State, ZIP

Dear Professor XX:

Thank you for your willingness to review a portion of the published work of Professor XX. Professor XX has recently been approved for appointment to a faculty position in our department at the rank of Associate Professor, and is now being considered for tenure. Evaluation of this sort by respected specialists outside the institution is mandated by University regulations for formal tenure reviews. Our department assumes the responsibility for assessing teaching and service.

For this review, we are seeking your evaluation and judgment of the scholarly merit of Dr. XX’s work and its contribution to the discipline of political science/public administration. I have enclosed our department’s Retention, Promotion, and Tenure Standards and ask that you assess Dr. XX’s qualifications for tenure in relation to these standards. We would also welcome your assessment of her potential for substantial future contributions. As part of your report, please indicate the nature of any prior association you have had with Dr. XX.

We enclose for your review our department’s guidelines, Professor XX’s CV, research statement, and works listed below. Dr. X’s co-authored book, *XX*, will be sent separately in the next few days.

1. AA
2. BB
3. CC
4. DD
5. EE

Dr. XX has waived her right to review external letters. Your comments may be distilled or summarized for her, but with no information identifying you. In keeping with general University policy, the University will keep your letter confidential within the institution but cannot guarantee the confidentiality of any letters written by external reviewers should we encounter the rare situation that gives rise to litigation.

If at all possible, we would greatly appreciate receiving your review by [date]. When you return your letter, please send a signed copied on institutional letterhead and please include a copy of your vita.

Once again, thank you for your assistance in this important process.

Sincerely,

Department Chair

Enclosed:

* Signed Waiver
* Curriculum Vitae
* Research Statement
* Publications
* Departmental RPT Guidelines