

Letters to Outside Reviewers

Letter of Invitation

I am writing to ask if you would be willing to help us by evaluating the scholarly work of Professor _____, a member of our Department of _____, who is undergoing a review for tenure.

I attach a copy of {his or her} curriculum vitae for your information. Excellence in teaching is the most important consideration in our tenure decisions with careful polling of student opinion and collegial assessment constituting a central part of our review process. But scholarly activity and publication are also important. We are vitally concerned with the qualities of mind and technical skill revealed in the written and/or creative work of those under consideration, as well as potential for further contribution to the field. Your evaluation would furnish us with one piece of the evidence we weigh in making our determination.

If you are willing to serve as one of Professor _____'s reviewers, we will send you {her or his} scholarly materials in June, and we would hope to have your evaluation no later than August 12 though we would welcome having it sooner. We can offer you a modest honorarium as a token of our gratitude for your evaluation. It would be most helpful if we could receive your answer by _____.

I would also greatly appreciate you sending me the names of any individuals you might be able to suggest who could serve as additional outside evaluators of Professor _____'s scholarship. Such persons could include scholars at colleges, universities or research centers; suggested faculty members should hold tenure themselves. For your convenience you can e-mail your responses to bkrogh@carleton.edu.

Thank you very much for your help.

Sincerely,

Follow-up Letter

I appreciate your agreement to help in Professor _____'s tenure review. You are one of four outside scholars whom we have asked to appraise the intellectual quality of Professor _____'s work.

Though Carleton is primarily a teaching institution, we expect our faculty to demonstrate a commitment to and capacity for continued scholarly growth and engagement in their scholarly field. Carleton places less emphasis upon the quantity of scholarly output than upon the qualities of mind, technical competence, and potential for continued scholarly growth and contributions to their field revealed in the work of those it evaluates. We look to external reviewers to provide an appraisal of the quality of the candidate's scholarly work and the potential for further growth and contributions to the field that it indicates.

Under our procedures, the contents of your evaluation will be made known to Professor _____ after your name and other identifying materials have been removed. Your entire evaluation will be made available in strict confidence to the tenured members of Professor _____'s department and to the Faculty Personnel Committee that counsels the President and me on tenure decisions. If you wish to make your identity known to Professor _____ you may do so, but please wait until after January 1, 20__, when the process will be completed. (However, as part of the evaluation process, we would appreciate it if you would include a statement in your letter explaining any relationship you may have with the candidate.)

In addition to this scholarly appraisal from outside the College, candidates are evaluated on both scholarly and pedagogic criteria within their departments and are subject to a thorough polling of students and recent graduates for their evaluation.

The scholarly materials for evaluation are enclosed. It would be a favor both to Professor _____ and the College to have your evaluation no later than August 12, and we would welcome having it sooner. It would be beneficial to the committee if you could also send a copy of your C.V. We would appreciate it if you would return any materials you do not wish to keep.

We are very grateful to you for your help, and I look forward to hearing from you.

Sincerely,