

Date
Name
Address

Dear Dr. X,

The Department of _____ at the University of Texas at El Paso (UTEP) is considering Dr. _____ for **promotion and tenure/promotion**. We would appreciate your candid assessment of Dr. **X's** scholarly contributions to assist our decision-making process. For your information, UTEP's Department of _____ offers a **baccalaureate and /Master's/Doctoral** degree and has _____ tenured and tenure track faculty members. UTEP is classified as a Carnegie R1 University (very high research activity) and is located on the United States-Mexico Border. UTEP was recently designated as one of the "Emerging Research" Texas universities by the Texas Higher Education Coordinating Board. Latinx students comprise the majority of UTEP's population of nearly 25,000 students who pursue degrees in seven colleges and schools. While excellent teaching and university service contributions are important criteria for promotion, our evaluation of those contributions are being conducted separately. We are only asking you for your evaluation of their scholarly distinction.

If you are willing to assist us with this important evaluation we will send you electronic copies of Dr. **X's** recent publications and related scholarship and vita. We would like your assessment of these works. In your assessment, your response to the following questions would be very helpful to us:

1. Do you know Dr. **X** and, if so, for how long and under what circumstances have you known them?
2. How would you assess the contributions to the literature made by Dr. **X's** publications and scholarship? Which of their publications and scholarship would you judge to be the most significant and why?
3. What is your evaluation of the journals and other outlets in which Dr. **X** has published?
4. Are you aware of Dr. **X's** contributions to professional meetings, societies, and organizations? If so, we would welcome your comments on these contributions.
5. How would you assess Dr. **X's** development as a scholar and a researcher compared with other scholars in the field who are at a similar stage of development?
6. How do you assess Dr. **X's** future potential?
7. Are you aware of other contributions made by Dr. **X** (e.g., contributions to interdisciplinary scholarship/research)?

We would be grateful for any additional comments that you might have.

For your comments to be maximally useful in our consideration of Dr. **X's** candidacy, I would appreciate receiving a letter from you no later than August 31, 20____. Although letters are normally not disclosed to candidates, state law applicable to public institutions permits employees under certain circumstances to gain access to their personnel files. Thank you very much for your assistance with this important professional task.

Please provide a copy of your own curriculum vita, which we will append to your letter of evaluation. If you have questions, please call me at 915-747-XXXX or contact me by e-mail (**insert Chair's e-mail address here**).

Sincerely,

Chair's Name
Chair
Department of _____