Dear <<<*External Reviewer Name>>>*:

Thank you for agreeing to serve as a reviewer for <<<name of candidate>>> application for <<<*tenure and promotion to Associate Professor/tenure only/promotion to Professor*.>>> <<<name of candidate>>>’s dossier can be found at: <<<add link>>>.

Your evaluation should consider the quality of work and the impact of the candidate’s research and scholarship on the area of study. While excellent teaching and university service contributions are important criteria for tenure and promotion at UTEP, our evaluation of those contributions is being conducted separately. You are not being asked to recommend for or against promotion or tenure, nor being asked if the candidate might receive promotion or tenure at your institution.

In addition, please assess productivity and impact on the field in a manner that acknowledges the continued impact of the pandemic on research and scholarship. The impact, however, does not change standards for review. Faculty were given an option to include a COVID Impact Statement.

Your evaluative comments regarding <<<*Candidate’s name>>>*’s scholarly distinction, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our process. As you review the enclosed CV and copy of the research and scholarship portion of the candidate’s portfolio, we ask that you provide specific commentary on the following questions and any additional comments that you might have:

1. Do you know <<<*Candidate’s name*>>> and, if so, for how long and under what circumstances have you known him/her?
2. How would you **assess the quality of** <<<*Candidate’s name*>>>**’s research, scholarship, and/or creative work**? Which of his/her publications, scholarship, or creative activities would you judge to be the most significant and why?
3. How would you assess <<<*Candidate’s name>>>* impact on the discipline in relation to others at the same point in their careers?
4. How would you assess <<<*Candidate’s name*>>> future potential as a scholar?

Thank you for your assistance with this important professional task. Please provide a copy of your curriculum vita, which we will append to your letter of evaluation. If possible, return your evaluation by <<<*Date*>>>.

Sincerely,

<<<*Name*>>>

Chair, Department of <<<*Department name*>>>

<<<*Contact information*>>>