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

The University of Texas at El Paso (UTEP) Department of <<<*Department name*>>> is considering <<<*Candidate’s name*>>> for <<<*tenure and promotion to Associate Professor/tenure only/promotion to Professor*.>>> Because you are recognized as a leading scholar in <<<*Candidate’s name*>>>’s field, I am writing to ask you to serve as an external reviewer of <<<*Candidate’s name*>>>’s research/scholarship/creative work in the area of <<<name of area>>>.

UTEP is one of the largest and most successful Hispanic-serving institutions in the country, with a student body that is over 80% Hispanic. With more than $100 million in total annual research expenditures, UTEP is ranked in the top 5% of research institutions nationally and fifth in Texas for federal research expenditures at public universities. To assist in your decision, I am attaching <<<candidate’s name>>>’s curriculum vita and a brief narrative summary.

Please let us know whether you are able to assist us with this important professional task. If you agree to provide a review, **your recommendation will be treated with the greatest possible confidentiality permitted by the University of Texas System and Board of Regents' policy and applicable law. Please note that under current interpretations of Texas state law, we are unable to assure complete confidentiality of your review.** If you accept, I will send you guidelines for the review and three selected contributions for your convenience. Please respond no later than <<<date>>>.

Sincerely,

<<<*Name*>>>

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

<<<*Contact information*>>>

Enclosures