Date (FORM LETTER to external evaluators, please review with Dean/Associate Dean)

Name Organization Address

City, State, Zip

Dear [ExternalEvalWriter]:

I am writing to request your commitment to evaluate the dossier of Dr. [CandidateName]. Dr. [CandidateName] is a candidate for tenure [and/or promotion to TITLE rank] in the Department of [DeptName] at Clemson University. External evaluations are an important part of our [Tenure and] Promotion process and we greatly value your professional evaluation and commitment to excellence in the academy.

Dr. [CandidateName]’s CV is included with this request for your review. If you commit to evaluating Dr. [CandidateName], we will send to you a complete dossier comprised of the following materials: [list, be sure to include departmental TPR criteria] no later than [date in fall]. We will then ask for your completed evaluation to be sent no later than [date].

We will request that you provide us with an evaluation of their research and scholarship [and/or creative activities] and [its/their] impact on the field. We will ask that you provide evaluative comments regarding how this candidate compares with others, especially as expected from colleagues active for approximately the same period of time. We will also ask that you indicate whether the candidate's record indicates a high probability of future high-quality contributions and to provide comments on potential impact of the candidate’s scholarship on the field nationally and internationally. [‘impact and engagement on progress in the field nationally and internationally’ must be included in full professor letters]

We recognize that some dossier information will not be available to you regarding [Dr. CandidateName’s] teaching and service contributions to Clemson University. Your evaluation and recommendation should be based solely on the materials submitted to you and on any professional awareness you may have of the candidate in areas related to scholarship and research.

When you submit your evaluation, we appreciate receiving your University style CV as a pdf separate from the evaluation. Your CV will be provided only to the evaluators at Clemson University (not the candidate) and help provide context during reviews as it routes up through to the offices of the Provost and President.

It is important that we receive confirmation that you will agree or are unable to commit to evaluate this candidate this fall by [date].

Thank you in advance for consideration of this most important evaluation. Be assured that it is our policy to protect the confidentiality of your response within the limits of the law. Please do not hesitate to contact me if you have any questions about the evaluation request.

Sincerely,

Name, Chair

Department of

Enclosures [rev. 2020 alr, draft4 timestamp 20Feb2020]