

## Standard External Referee Letters

Letters are written by the Chair of the Nominating Committee.

### **LETTER #1: SOLICITATION OF AGREEMENT TO BE A REFEREE [TO BE SENT VIA EMAIL]**

[Possibly a personal introduction if the Chair knows the person being asked to be an external reviewer.]

This [**Fall or Spring**] Semester we will be reviewing [**faculty member name**] for [**reason – e.g., promotion to Full Professor**] in Claremont Graduate University's [**school/department name**]. As Chair of Professor [**faculty member name's**] Nominating Committee, I am writing to ask for your assistance in the review process.

Each candidate for Appointment, Promotion, or Tenure requires at least five external referees to write a letter evaluating the candidate's scholarly/creative work. This letter should include an assessment of the impact of [**faculty member name's**] work on [**her/his**] field, an appraisal of [**faculty member name**] on a national basis compared with others of similar experience in the relevant field of specialization, and a statement regarding your relationship to the candidate (e.g., former mentor, co-author, etc.).

For your information, the CGU policy statement for the Appointment, Promotion, and Tenure review process contains the following paragraph:

*"First and foremost, within the period of review, Candidates must have produced scholarly work that distinguished them in their field. Each faculty member is expected to have produced a strong record of professional achievement that must include published research or other scholarly or creative products appropriate to her/his discipline or of a transdisciplinary nature subsequent to the PhD dissertation ... The faculty member's record may also include substantive activities in their profession ... Efforts to acquire extramural funding for research and scholarship are valued. These efforts shall be evaluated according to professional expectations in the Candidate's field. In all cases, the Candidate's work shall be compared to that of other academics in the same field at corresponding ranks at comparable institutions."*

Your letter should include an assessment of the impact of [**faculty member name's**] work on [**her/his**] field, an appraisal of [**faculty member name**] on a national basis compared with others of similar experience in the relevant field of specialization, and a statement regarding your relationship to the candidate (e.g., former mentor, co-author, etc.), and how long you have known [**him/her**]. In addition, please indicate in the letter whether you believe that [**faculty member name**] would be [**tenured/promoted/both**] to [**Associate/Full Professor**] at your institution. Finally, we ask that you include your CV with the letter (or provide a link where I can download a copy of your current CV).

Attached is [**faculty member name's**] CV for your consideration. Please let me know by [**date**] if you agree to assist us in this important task or not. If you agree, I will then send you a selected set of [**faculty member name's**] research [/creative work] and [**her/his**] research statement (if you want paper copies please let me know). I would like to receive your letter no later than [**deadline date**], but earlier, if possible. The entire package for the candidate must be received by the Appointment, Promotion and Tenure Committee no later than [**final deadline date**].

Please note that the evaluation you provide will be confidential and accessible only to the faculty members at CGU who are responsible for advising the Provost on the appointment of the candidate,

appropriate administrators and the University Board of Trustees. However, as you know, in the very unlikely event of legal proceedings, some of this material may become public.

We are aware that reviewing a colleague's work for a **[reason]** decision is a major task and is one of the most important contributions we can make to the profession. We very much appreciate your consideration of this request and I hope you concur and agree to assist us this **[semester]**.

**LETTER #2: FOLLOW-UP LETTER TO REFEREES WHO AGREE TO SERVE**  
**[COULD BE SENT VIA EMAIL OR REGULAR MAIL]**

Thank you for agreeing to be an external referee for **[faculty member name]** for **[reason]**. As noted in my previous message, we would like to receive the letter by **[deadline date]** at the latest so that we can send **[faculty member name's]** dossier to the Appointment, Promotion, and Tenure Committee no later than **[final deadline date]**. Letters should be on official letterhead, and must be signed and dated. For timing purposes, they can be transmitted by email, but the original letter must be received by regular post, so please take this into account with respect to the dates noted above.

Attached are **[faculty member name's]** CV, research statement, and copies of research material.

As a reminder, the CGU policy statement for the Appointment, Promotion, and Tenure review process contains the following paragraph:

*"First and foremost, within the period of review, Candidates must have produced scholarly work that distinguished them in their field. Each faculty member is expected to have produced a strong record of professional achievement that must include published research or other scholarly or creative products appropriate to her/his discipline or of a transdisciplinary nature subsequent to the PhD dissertation ... The faculty member's record may also include substantive activities in their profession ... Efforts to acquire extramural funding for research and scholarship are valued. These efforts shall be evaluated according to professional expectations in the Candidate's field. In all cases, the Candidate's work shall be compared to that of other academics in the same field at corresponding ranks at comparable institutions."*

I also indicated in my previous message that your letter should include an assessment of the impact of **[faculty member name's]** work on **[her/his]** field, an appraisal of **[faculty member name]** on a national basis compared with others of similar experience in the relevant field of specialization, and a statement regarding your relationship to the candidate (e.g., former mentor, co-author, etc.), and how long you have known **[him/her]**. In addition, please indicate in the letter whether you believe that **[faculty member name]** would be **[tenured/promoted/both]** to **[Associate/Full Professor]** at your institution. Finally, please include your CV with the letter (or provide a link where I can download a copy of your current CV).