

**SUGGESTED LETTER TO EXTERNAL REVIEWERS**  
**Promotion to Professor (and—with appropriate modifications—for**  
**appointment to Professor)**

Dear \_\_\_\_\_:

Dr. \_\_\_\_\_, who is currently an Associate Professor at this University, is being considered for promotion to the rank of Professor./**Dr. \_\_\_\_\_, who is currently a(n) \_\_\_\_\_ Professor at (\_\_\_\_ institution \_\_\_\_\_), is being considered for appointment to the rank of Professor.** We would very much appreciate your help in evaluating this candidate's scholarly achievements.

The University expects that those **promoted/appointed** to the rank of Professor will be excellent teachers and mature scholars whose achievements have won exceptional recognition both by scholars outside the University and by the candidate's faculty colleagues, and whose presence on the faculty enhances the prestige of the University. **Promotion/Appointment** to this rank is not a recognition of length of service, but rather of outstanding scholarship and excellent teaching. In making your evaluation, which should focus on the achievements of the candidate since being promoted to tenured rank, it would be helpful if you would:

1. evaluate the scope and significance of the candidate's scholarly achievements and their importance within the general discipline;
2. comment upon the degree of recognition achieved in the candidate's discipline, noting **his/her** most distinctive contributions;
3. rank the candidate relative to the leading scholars in the same field of study;
4. evaluate the candidate's likelihood of achieving a similar faculty position and rank at the leading institutions in this discipline;
5. provide any information or insight that you have on the candidate's skill and effectiveness as a teacher and communicator;
6. provide any additional insights that may be helpful in determining whether or not to recommend **promotion/appointment** to Professor.

For your convenience we enclose Dr. \_\_\_\_\_'s curriculum vitae [and **insert additional material as appropriate, e.g., statement on research and teaching, manuscript**].

It is the policy of the University of Pennsylvania that external letters be held in confidence. However, in the event of litigation or a governmental investigation, the candidate or others may gain access to the information contained in these letters.

*(Chairs - see \*)*

We would appreciate receiving your evaluation by \_\_\_\_\_ if possible, since the review process requires all materials to be in hand as early in the academic year as possible. We are very grateful for your help in this matter.

Sincerely,

\_\_\_\_\_, Chair

**NOTE:** It is important that the letter that is sent to the approved list of reviewers be the same for each reviewer and include the above six points. The exact wording may have to be modified for different disciplines. A copy of the letter that is actually used must be included with the dossier submitted to the Dean.

\* Departments that previously provided honoraria for external reviewers should add: Changes in the law make it impossible for us to promise this level of confidentiality if we provide honoraria or other payment for completing the review. Thus, we have had to discontinue our policy of providing modest honoraria in order to secure the maximum protection allowable by law for your very valuable input into our personnel process.