

LETTER TO EXTERNAL REVIEWERS
Promotion/Appointment to Associate Professor
(and—with appropriate modifications—for promotion/appointment to Professor)
Revised 5/18/21

Dear _____:

1st ¶ for promotions:

Professor _____, who is currently an (Assistant/Associate Professor) at this University, is being considered for promotion to the rank of (Associate Professor with tenure/Professor). We would very much appreciate your help in evaluating this candidate's scholarly achievements.

OR

1st ¶ for new appointments:

Professor _____, is being considered for appointment to the rank of (Associate Professor with tenure/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 (Associate Professor/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 their most distinctive contributions;
3. rank the candidate relative to the leading scholars in the same field of study [*and at a comparable level of professional development* ← **DROP FOR FULL PROFESSOR**]
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 (Associate Professor/Professor).

We are including Professor _____'s curriculum vitae and [*insert additional material as appropriate, e.g., statement on research and teaching, manuscript, pandemic impact statement*].

When making your evaluation, the University asks that you consider the short- and long-term impact of the pandemic on working conditions, productivity, and career trajectory. To aid in such considerations, the University has encouraged faculty to describe specific impacts the pandemic has had on their professional productivity, either by incorporating such information into their research and teaching statements or by providing a separate pandemic impact statement. Even in cases where explicit impacts are not described, please keep in mind that the pandemic has had different short- and long-term impacts for different people.

¶ for promotion of those with only a non-COVID extension:

Professor _____ has been granted an extension to the mandatory review period in keeping with the University's policies. It is important to note that we evaluate the productivity of each candidate who has been granted an extension as if they had been in probationary status for the normal duration.

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.

We would appreciate receiving your evaluation by date, since the review process requires all materials to be in hand as early as possible in the academic year. We are very grateful for your time and your insight.

Sincerely,

_____, Chair