Date

Address

Dear ,

Thank you again for your willingness to serve as an external reviewer for….. tenure and promotion/promotion application. I have enclosed hard copies of his/her publications and a copy of his/her CV. Your comments on the quality of his/her research will be held in strict confidence and will be made available only to the tenured members of the Philosophy Department, the Dean, the members of the tenure committee and the Provost.

What we ask of you in particular is to make an assessment of the *quality* of Dr. ….’s articles. It would be particularly helpful for us if you would make some comments on each of his articles. The length of your letter, however, is entirely up to you. Our Dean requests that all reviewers identify in their letters any relationship that they might have with Dr. …., or indicate that they do not know him/her.

Please send your letter to me by September 1, 20.. and, along with the letter, we would appreciate it if you would enclose a brief resume. Feel free to contact me if you have any questions.

Sincerely,

Name of Departmental Chair

Title

Department

Contact Information