Date

Address

Dear ,

Thank you again for your willingness to serve as an external reviewer for….. tenure and promotion/promotion application. For your convenience, all the documentation required by our College Rank and Tenure Committee has been uploaded to the university's BlackBoard site. You can access everything through this link: https://loyno.blackboard.com/. Our Blackboard manager has created a USERNAME specifically for you which is your first initial followed by your last name (for example, mine would be ). When you log in, you will be asked to provide the following temporary PASSWORD -- 12345 -- that you may change if you want more security. [OR EXPLAIN HOW THE MATERIALS WILL BE MADE AVAILABLE TO REVIEWER]

Loyola University New Orleans is a Jesuit and Catholic university dedicated to the education of the whole person. The ------- Department, [GIVE AN APPROPRIATE DESCRIPTION OF YOUR DEPARTMENT]. The standard teaching load for faculty members is three courses each semester. As the department’s protocol notes in its section on tenure, faculty are expected to engage actively in teaching, scholarship, and service. Since we are interested in your assessment of Dr. xxx scholarship, I include here a relevant excerpt from our departmental protocol:

xxxxx

Faculty members with at least three years in rank as assistant professors ordinarily apply for promotion to associate professor when they apply for tenure.

What we ask of you in particular is to make an assessment of the quality of Dr. ….’s research. It would be especially helpful for us if you would make some comments on each of her/his works. 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. 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 department, the Dean, the members of the rank and tenure committees, the Provost and the President.

Please send your letter to me (electronically, if possible) by September 1, 20--. 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