

Sample letter for external referees

1. LETTER OF REQUEST

Date:

Dear _____

Dr. (*insert candidate's name*), an Assistant Professor (*or substitute appropriate rank*) in (*insert name of Department*), is being considered by Dalhousie University for (*insert tenure and/or promotion as appropriate*). Your name has been suggested as an external referee to assist us in our deliberations. As you know, such an external review makes a vital contribution to tenure and promotion consideration and I hope you will be able to assist the University by acting as an external referee in this case. We would require your input into our deliberations by (*insert required return date*).

You should be aware that the provisions of the collective agreement provide that your letter of reference will be made available to the candidate unless you request that your identity be concealed in which event the identifying letter-head and signature block shall be removed.

If you are willing to act as an external referee in this case could you please advise me by return fax at (*insert fax number*) or phone me at (*insert phone number*) no later than (*insert response date*). Upon confirmation from you, I will be forwarding to you copies of Dr. (*insert candidate's name*)'s curriculum vitae and other relevant information.

Thank you for considering this matter.

Yours Sincerely,

2. LETTER WITH DETAILS

Date:

Dear _____

Thank you for agreeing to act as an external referee in Dr. (*insert candidate's name*) consideration for (*insert tenure and/or promotion as appropriate*). As I previously indicated to you, we will require your input into our deliberations by (*insert required return date*).

I would also remind you that the provisions of the collective agreement provide that your letter of reference will be made available to the candidate unless you request that your identity be concealed in which event the identifying letter-head and signature block shall be removed.

I am enclosing the following documentation to assist you in giving your assessment of the candidate to us:

(List details of all enclosures including:

- *copies of the relevant criteria and standards from the collective agreement and Faculty regulations,*
- *the curriculum vitae of the candidate,*
- *if appropriate, copies of the teaching evaluations,*
- *copies of all published articles and papers presented to conferences as submitted by the candidate,*
- *bibliographical list of published books; (include the following as a note: if your library cannot supply these, please let us know, and we will arrange for the material to be sent to you.)*

Of the several criteria that are relevant in tenure or promotion consideration, we would expect that your assessment would primarily focus on the candidate's scholarly activities. In an assessment of the candidate's published work, we would request that you include a comment on the reputation of the journal or publication in which the work appears and your comments on the quality, originality and productivity of any research performed by the candidate would also be welcomed. We are, of course, not restricting you from commenting on any other aspects of the candidate's abilities or performance or other relevant criteria if this is possible. Your assessment of whether the candidate has, in your view, met the relevant criteria is of vital importance to us.

If you require any further clarification, we would prefer it if you write or fax us rather than telephone since the substance of any material communication with you regarding this matter will be disclosed to the candidate.

Thank you for your kind assistance in this matter.

Yours Sincerely,

3. REMINDER LETTER PRIOR TO DEADLINE

Date:

Dear _____

I am writing you regarding your assessment of Professor X. As you know, we requested that you submit your assessment to us by (*insert date*). As that date is fast approaching, I am writing to give you a friendly reminder of that important date and to express our hope that you will be in a position to give us your views by that time. Your views and expertise in this matter are of critical importance to us. If you anticipate any delays in providing us with the requested assessment, please advise me at the earliest opportunity.

Thank you for your kind assistance in this matter.

Yours Sincerely,

4. REMINDER LETTER AFTER THE DEADLINE

Date:

Dear _____

I am writing you regarding your assessment of Professor X. As you know, we requested that you submit your assessment to us by (*insert date*). As that date is now passed, I am writing to request that you provide us with your assessment as soon as possible.

Your views and expertise in this matter are of critical importance to us and our consideration of the candidate will be incomplete unless we have your input. If you anticipate any significant delay in providing us with the requested assessment, please advise me at the earliest opportunity.

Thank you for your kind assistance and attention to this matter.

Yours Sincerely,