

SAMPLE LETTER SOLICITING EXTERNAL TENURE EVALUATION

September 15, 2013

Professor Taylor Ceres
Department of Mathematics
International University

Dear Professor Ceres:

Thank you for agreeing to serve as an external reviewer for Dr. Upton Cumming's candidacy for tenure in the Department of Mathematics at the University of Wyoming. Dr. Cumming has been at Wyoming since 2007, having joined the Department as an Assistant Professor. What would be most useful for us is a letter from you giving a candid assessment of his scholarly contributions and promise.

I am enclosing Dr. Cumming's vitae and samples of his work to help you with the evaluation. You need not return these materials.

Dr. Cumming has waived the right to see your letter. He retains the privilege of seeing your evaluation comments after they have been edited to remove any identification of their author and institutional affiliation. Your letter will be available to others who participate in the review, including other members of the Mathematics faculty, the College and University Reappointment, Tenure and Promotion Committees, and officials such as the Dean of the College, the Provost for Academic Affairs, the President, and the Trustees.

Would you also be willing to send a copy of your own vitae? A brief version will suffice. This information will help my department to describe our procedure to the non-mathematicians who participate in the review.

Your letter will be most helpful if we receive it by 1 December. You may email it with your signature in .pdf format to me at SSeesond@uwyo.edu, or provide it by mail or fax. Again, thank you very much for your willingness to help.

Sincerely,

Sage N. Seesond
Department Head

Enclosures