# [fill in date]

# [fill in name and address of reviewer]

Dear Professor XXX:

Assistant Professor XXX is under consideration for tenure and promotion to the rank of Associate Professor at Old Dominion University. The advice of experts on the research performance of Professor XXX is important to our review process.

Old Dominion University is a Carnegie Research University with high research activity. As such, the scholarship of our faculty is of prime importance.

The Old Dominion University *Faculty Handbook* provides detailed guidelines for tenure. Attached to this letter are the relevant sections of the Old Dominion University *Faculty Handbook* [currently pages 53-56].

Specifically, the Faculty Handbook states that for tenure and promotion to the rank of Associate Professor, “External reviewers will be asked to evaluate all submitted material mailed to them based on the department’s approved criteria for the evaluation of scholarly activity and research. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.” Included in this packet for your consideration is the departmental/school document identifying criteria for the evaluation of scholarly activity and research.

Furthermore, the *Faculty Handbook* states regarding merit: “Merit of the faculty member in teaching, research, and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. Scholarly and teaching activity up to six years before the tenure decision should be considered, which can include activity at another accredited institution of higher education or national research institutions.”

You were selected as someone whose scholarly achievement makes you especially qualified to evaluate Professor XXX scholarly agenda and accomplishments. Please accept our thanks in advance for conducting this review. Attached are a curriculum vitae (CV) and a collection of Professor XXX’s publications.

With your review, please enclose a copy of your own CV. Also, please inform me of any relationship to Professor XXX that might be interpreted as a conflict of interest.

Your review will be held in confidence to the extent allowed by law.

I would very much appreciate receiving your response by [fill in date]. Again, thank you for your review. I realize this is a time-consuming task but it is of the highest importance to us.

Sincerely,