**External Evaluator Solicitation Letter Template for Appointment at the Associate/Full Professor of the Practice Level**

[Date]

[Name]

[Address]

Dear [Name]:

Boston University is completing a review of [Name] for appointment as [Rank] of Department/Discipline]. As part of the review process for this position, we seek input from professionals [USE ONLY FOR ACADEMIC REFERENCES: and academics] who can comment on the candidate's professional and instructional accomplishments and potential for further achievement. I am writing to ask if you would be willing to assist us in this important review by providing an evaluation of [Name’s] resume (see attachment).

*At Boston University, [Associate Professors/Professors] of the Practice "are officers of instruction who are or have been distinguished practitioners in their respective professions and whose primary responsibilities lie in teaching, mentoring, and service to the University." The "of the practice" suffix applies to a distinguished practitioner who through teaching shares his or her knowledge and experience in the profession.*

For such a position as [Rank], we request a letter from you that evaluates [Name’s] accomplishments and impact as a [discipline] professional, as well as [their] potential as an instructor. In a review letter, we request that you answer the following four questions:

1. What of [Name’s] professional work has earned [their] national or international recognition?
2. How do [Name’s] professional accomplishments compare to those of other professionals at similar stages in their careers?
3. What is your assessment of [Name’s] potential as a teacher?
4. [USE ONLY FOR ACADEMIC REFERENCES: If your institution has a comparable rank, would [Name] be so appointed?]

Your review letter, which will be held strictly confidential[[1]](#footnote-1), should contain a description of any relationship you might have with [Name].

Please let me know as soon as possible whether you will be able to provide this evaluation letter in [Time].

Thank you for your consideration.

Sincerely,

[Dean]

Enclosure

1. Your letter will be treated as confidential to the fullest extent allowed by law and will be made available only to University personnel participating in the review process.  Our policy is to treat the input from external reviewers in faculty evaluations with the highest degree of confidentiality.  This includes taking the necessary legal steps, when appropriate, to resist attempts to breach the confidentiality of such records and, if disclosure is compelled by a court, to limit its scope as much as is feasible. [↑](#footnote-ref-1)