Date

Name & Address

Dear Professor Y,

 Thank you again for agreeing to evaluate the scholarship of Professor X in connection with her/his forthcoming review for promotion to associate professor with tenure. I have enclosed a copy of Professor X’s c.v., her/his book [manuscript], *Name of book* (to be published soon by Z Press), and several articles, essays, and book reviews.

 Your assessment of Professor X’s scholarship and how his work compares with that of other scholars in her/his field at this stage of her/his career will be enormously helpful both to the department and to the College’s Committee on Appointments and Promotions in our consideration of Professor X for promotion. We would especially appreciate your evaluation of the quality and originality of Professor X’s scholarly work and of its likely impact on the fields to which it relates. If you are able to comment on Professor X’s contribution to the profession generally, we would also welcome your assessment in this area. Detailed analytical comments with regard to these matters and with regard to specific pieces of scholarship are crucial to our deliberations and are most appreciated. Finally, please also comment on the impact of the COVID pandemic on Professor X’s subfield. Because of COVID policies, different candidates may or may not have extended their clock. We will evaluate everyone as if they were on the standard tenure clock, as taking this extension does not change our expectations around cumulative productivity.

Since the determination of whether to promote someone with tenure is a complex process involving many variables, however, I would ask that you not make a recommendation regarding tenure per se. Please also include in your evaluation a brief description of the nature of your acquaintance with Professor X, if any, and with her/his scholarly work. In addition, it would be helpful if you would submit a copy of your own CV with your assessment.

I would be grateful if I could receive your evaluation by the August 15 at the latest. The evaluation will be shared with the tenured members of the department/program as well as with the members of various review bodies of the faculty and the administration, all of whom are pledged to maintain the strictest confidence.

My colleagues and I are very grateful to you for agreeing to take on this time-consuming but crucial task. It constitutes a critical part of our deliberations. As an expression of its gratitude, the college offers an honorarium of $400 to external readers. To expedite this payment, please complete the enclosed W-9 form and return it directly to our Controller’s Office as indicated on the accompanying instructions.

Again, thank you very much. Please do not hesitate to contact me should you have any questions (phone no. & e-mail address).

With best wishes,

Instructions for completing the W-9 Form

Williams College is required by the IRS to report all payments made to non-employees for services rendered on Form 1099. Therefore, as a new vendor/payee doing business with Williams College, the Internal Revenue Service requires that we have your tax identification number on file.

Please complete the IRS Form W-9 (request for tax identification number).

Please return the completed form ASAP to the address below or you may submit a signed tax form in PDF format to the Williams College Tax Form Submission page at https://williamscollege.formstack.com/forms/taxform\_upload. If you have filled out and submitted this form in the past, please disregard this request.

Williams College Payment Services

PO Box 67

Williamstown, MA 01267

Thank you in advance for your cooperation with this request.