Name & Address

Dear Professor NNN,

         I am writing to ask your assistance with the tenure review of Professor YYYY. This fall the ZZZZ Department/Program at Williams, and the Committee on Appointments and Promotions, will consider the promotion of Professor YYYY from untenured assistant professor to associate professor with tenure. To assist the department/program and the College in this process, it is the College’s policy to solicit evaluations from distinguished scholars in the candidate’s field from outside the College. These evaluations are essential in enabling us to evaluate Professor YYYY’s scholarly achievements and professional standing in comparison with colleagues in their field at similar stages of their careers.

         I am contacting you to ask whether you would be willing to send me a confidential evaluation of Professor YYYY’s scholarship. We would be interested especially in your evaluation of the originality and quality of their scholarly work, its likely impact on the field, and the value of their contributions to the profession. We would also be interested in your perspective on the effect of the COVID pandemic on Professor YYYY’s subfield, in general. In addition, if you are able to comment on Professor YYYY’s service to the profession more broadly, we would appreciate receiving your assessment in this area.

         [Accompanying this request you will find a copy of Professor YYYY’s CV.]  Although I will not be receiving all of their scholarly work until the first of July, the materials that we will be asking you to review will consist primarily of their book [manuscript], *Name* (ZZZZ Press, date), and several articles and essays. I would send you the materials to be evaluated shortly after the first of July and would need to receive your evaluation by August 15. Your evaluation, of course, would be held in the strictest confidence.

         I realize that providing an evaluation of Professor YYYY’s scholarly work will represent a time-consuming undertaking on your part. Such evaluations are a crucial part of our tenure review process and are essential to ensure the fairness and thoroughness of this process. My colleagues and I therefore would be extremely grateful to you if it were possible for you to evaluate Professor YYYY’s scholarship. Additionally, as an expression of its gratitude, the college offers an honorarium of $400 to external readers.

         Please do not hesitate to call me (Phone no., or e-mail me (E-mail address), should you have any questions.

         Thank you, in any case, for your consideration.

With best regards,