

***LETTER OF INSTRUCTION FOR EXTERNAL REVIEWERS - TEMPLATE***

Date

Dr.  
Department of  
University of

Dear \_\_\_\_\_:

Thank you for agreeing to serve as an external evaluator of the scholarly/creative work of \_\_\_\_\_, who is being considered for promotion from \_\_\_\_\_ to \_\_\_\_\_ and/or who is being considered for reappointment/tenure at the State University of New York at New Paltz. I am sending under separate cover the publications (and/or other materials) that I am asking you to review as well as the candidate's narrative prepared for the evaluation process.

Before you proceed, please let me know if you have previously served as an external reviewer of the candidate in an application for tenure or promotion whether at SUNY New Paltz or at another institution. If not, please proceed. If so, please contact me as soon as possible and before commencing this review.

Since an evaluation process includes an assessment of the candidate's teaching and service, activities that cannot be effectively addressed by external review, I do not ask for your recommendation on the personnel action itself.

In making your evaluation of the candidate's work, I would like you to consider the following questions:

1. What has been your professional and/or personal relationship with the candidate under review?
2. What is the significance of the issues addressed by the candidate's work?
3. What is your assessment of the originality and the quality of the work?
4. Is the methodology used appropriate to the issues addressed and consistent with best practice in the field?
5. Does the work produce useful lines of future inquiry for the candidate and/or for others in the field?
6. Has the candidate's work appeared in journals, (or exhibited in galleries, published by presses, or in professional or performance venues that are appropriate to the field that are indicators of quality work?
7. Does the body of the candidate's work reviewed indicate continuing development as a scholar ( or creative artist)?

In addition to responding to these specific questions, please feel free to comment on other aspects of the candidate's work.

Candidates for personnel actions are encouraged to write narratives describing their achievements in the several categories we consider in evaluating faculty. We find these narratives assist evaluators greatly in understanding our institution and the constraints under which our faculty carry out their professional responsibilities. They further aid the evaluator in comparing our institution with those with which the evaluator may be familiar. Please give the narrative in this dossier your careful attention.

Unless otherwise instructed, confidentiality of your response will be maintained. Please address the issue of the confidentiality of your evaluation in the following manner: may the candidate read this recommendation?      yes/no

We must ask that you complete your review of the material and submit your evaluation to us by \_\_\_\_\_. Please address all correspondence to me at the address above, marked "Confidential."

Thank you for your assistance in this important matter. It is essential to sustaining the academic quality of the State University of New York, New Paltz that we call upon outside evaluations to assist us in judging the professional performance of our faculty. We realize how time-consuming this task is, and we are truly grateful for professional service you will render on our behalf.

Sincerely,