# TEMPLATE – EXTERNAL REVIEWER SOLICITATION LETTER FOR

# PROMOTION TO FULL PROFESSOR

**ASSOCIATE PROFESSOR\***

***[Departments may modify this template; any substantive modifications should be submitted to the director of faculty personnel at ofafpd@colorado.edu for review and approval by the vice provost and associate vice chancellor for faculty affairs.]***

**Introduction**

I am writing to invite you to be an external reviewer for Professor promotion to full professor case within the Department of at the University of Colorado Boulder. As part of our review process, we rely on leading scholars in the candidate's field to provide external reviews of the candidate's performance in the area of research/creative work. These external reviews are considered confidential under the policies of the University, except as otherwise may be required by court order or by law.

We ask that you address each of the following in your external review letter:

1. your general area of expertise within the discipline and the focus of your research;
2. the nature of your relationship with the candidate (letters from the candidate’s mentors and close collaborators are not permitted);
3. the quality and quantity of the candidate's research/creative work;
4. the originality of the work;
5. the impact of this work on the field (in this context, please describe what you consider to be the focus or foci of the work);
6. how the candidate compares with others in this field with similar training and experience and at a similar point in their careers;
7. whether the candidate would be likely to earn promotion to full professor at universities comparable to the University of Colorado Boulder? If not - why not?; and
8. whether the candidate has met the standards for promotion to full professor at the University of Colorado Boulder.

Please also include a copy of your CV along with your letter.

**Promotion Standards and Criteria**

The Board of Regents of the University of Colorado sets the standards for promotion to full professor, requiring that the successful candidate exhibit:

1. A record, which, taken as a whole, is judged to be excellent;
2. A record of significant contribution to both graduate and undergraduate education, unless individual or department circumstances can be shown to require a stronger emphasis, or singular focus, on one or the other; and
3. A record since tenure and promotion to associate professor, that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, research, scholarship or creative work, and service.

While the Board of Regents sets the standards for promotion to full professor, the tenure home department or program of the candidate being reviewed sets the criteria for achieving those standards. Please review these criteria (attached) and take them into consideration when performing your evaluation.

**Attachments**

Enclosed you will find a copy of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ curriculum vitae, scholarly/creative work statement, and samples of their scholarly/creative work, as well as the unit’s promotion criteria.

Thank you for considering this request; your comments will play a significant role in our process. Please let us know as soon as possible whether you can provide a letter, but no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

**TEMPLATE – EXTERNAL REVIEWER SOLICITATION LETTER FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR\***

***[Departments may modify this template; any substantive modifications should be submitted to the director of faculty personnel at ofafpd@colorado.edu for review and approval by the vice provost and associate vice chancellor for faculty affairs.]***

\*Please note that some candidates may already hold the rank of associate professor so are undergoing review for tenure only.

**Introduction**

I am writing to invite you to be an external reviewer for Professor tenure and promotion to associate professor case within the Department of at the University of Colorado Boulder. As part of our review process, we rely on leading scholars in the candidate's field to provide external reviews of the candidate's performance in the area of research/creative work. These external reviews are considered confidential under the policies of the University, except as otherwise may be required by court order or by law.

We ask that you address each of the following in your external review letter:

1. your general area of expertise within the discipline and the focus of your research;
2. the nature of your relationship with the candidate (letters from the candidate’s mentors and close collaborators are not permitted);
3. the quality and quantity of the candidate's research/creative work;
4. the originality of the work;
5. the impact of this work on the field (in this context, please describe what you consider to be the focus or foci of the work);
6. how the candidate compares with others in this field with similar training and experience and at a similar point in their careers;
7. whether the candidate would be likely to earn tenure at universities comparable to the University of Colorado Boulder? If not - why not?; and
8. whether the candidate has met the standards for tenure at the University of Colorado Boulder.

Please also include a copy of your CV along with your letter.

**Tenure Standards and Criteria**

The Board of Regents of the University of Colorado sets the standards for the award of tenure. These standards require that the successful candidate demonstrate “meritorious” performance in each of the three areas of scholarly/creative work, teaching ***[librarianship]***, and leadership and service (to the university, profession, and/or public); and demonstrate “excellence” in either scholarly/creative work or teaching ***[librarianship]***. While the Board of Regents sets the standards for tenure, the tenure home department or program of the candidate being reviewed sets the criteria for achieving those standards. Please review these criteria (attached) and take them into consideration when performing your evaluation.

**Pre-Tenure Probationary Period at the University of Colorado**

The normative pre-tenure probationary period at the University of Colorado, or “tenure clock,” is for seven years, including the tenure review year. This probationary period excludes clock stops due to events such as impacts related to the COVID-19 pandemic, medical leaves, or parental leaves**.** Professor ‘s probationary period started in ***[insert the year here; it may be the year listed in the letter of offer or 1-3 years before they started at CU Boulder, depending on whether their offer letter notes that they have been granted (1, 2, or 3) years of credit toward tenure]***.

We ask that reviewers provide a focused evaluation of the quantity and quality of the candidate’s scholarly/creative work during the tenure probationary period. [***Optional additional text as follows:***] In addition to an evaluation of the candidate’s work during the tenure probationary period, reviewers also may provide a more general evaluation of the candidate’s stature and accomplishments as a scholar ***[artist/librarian]***. If the latter is included, we ask reviewers to distinguish clearly between these two aspects of the evaluation: the evaluation of the candidate’s work during the tenure probationary period, on the one hand, and the more general evaluation of the candidate’s stature and accomplishments, on the other.

**[Add if “early” tenure case:]** Some candidates for tenure may be ready for review in a year prior to year seven, having compiled a record worthy of tenure at the University of Colorado ahead of schedule. In these cases, the standards and criteria for tenure are the same as they are for candidates standing for review in year seven of the probationary period.

**Tenure Standards and Criteria**

The Board of Regents of the University of Colorado sets the standards for the award of tenure. These standards require that the successful candidate demonstrate meritorious performance in each of the three areas of scholarly/creative work, teaching ***[librarianship]***, and leadership and service (to the university, profession, and/or public); and demonstrate excellence in either scholarly/creative work or teaching ***[librarianship]***. While the Board of Regents sets the standards for tenure, the tenure home department or program of the candidate being reviewed sets the criteria for achieving those standards. Please review these criteria and take them into consideration when performing your evaluation.

**Attachments**

Enclosed you will find a copy of Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ curriculum vitae, scholarly/creative work statement, and samples of their scholarly/creative work, as well as the unit’s promotion criteria. ***[add “pandemic impact statement” if it is being included]***

Thank you for considering this request; your comments will play a significant role in our process. Please let us know as soon as possible whether you can provide a letter, but no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Revised 5/12/2022)