

## EXTERNAL LETTERS OF ASSESSMENT (FOR PROMOTION AND FINAL TENURE REVIEWS)

This section contains:

- Description of how the letters of assessment were solicited, including a sample letter or request, and a description of the procedure for selecting external evaluations. Note: When letters are solicited, the request should be for letters of assessment rather than "recommendations" or "endorsements," and evaluators should be encouraged to
- concentrate on those aspects of the candidate's record which are most important to the external visibility and professional standing of the candidate.
- List of materials sent to external evaluators (e.g., copies of publications, vita, narrative statement, etc.)
- Identification of those who have written assessments, including a brief statement of the referee's achievements and standing in his/her discipline
- A log showing the date on which each external letter was requested by the department/dean, and the date the letter was received. All requests should be entered regardless of whether a response was obtained.