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.