

Recommended Template

Dear Dr./Prof. _____:

In the fall of <year>, the University of Kentucky will conduct a <tenure/promotional” review for Professor <faculty name>, an <Assistant/Associate> Professor in the <Department/School> of <department/school name>. The University regulations require letters of evaluation from qualified persons outside the University. You have been identified as an expert in your discipline at a peer or benchmark institution, whose judgements rendered on the candidate’s work in terms of the prevailing standards applied in the discipline, are highly valued. Areas to be addressed include teaching, research/scholarship and service, consistent with the faculty member’s Distribution of Effort over the period over which she/he is being reviewed.

In your evaluation letter, please address the following items:

- Describe any personal or professional relationship you have or have had with Prof. _____.
- Analyze Prof. _____’s contributions in teaching, research (scholarly activity or creative materials, as appropriate), and service, and indicate the extent to which Prof. _____’s accomplishments have furthered his/her scholarly field.
- Evaluate the significance of the venues in which Prof. _____ has presented, published, and the grants/awards he/she has submitted/received.
- Indicate if, in your judgment, Prof. _____’s work meets or exceeds the UK <Department/School> of <department/school name> criteria for promotion and/or tenure. (It is not particularly helpful to address whether the candidate would receive tenure and/or promotion at your institution.)
- Finally, please enclose your brief biographical sketch (not a curriculum vitae).

To facilitate your evaluation, Prof. _____’s portfolio includes the administrative regulation at the University for <Regular/Special, etc.> Title Series and the department’s/school’s tenure and promotion guidelines.

Other materials included are: his/her CV, a summary of his/her distribution of effort, his/her initial position description, examples of his/her publications, research and/or teaching statement, a list of grants received, professional and service activities, teaching portfolio materials, etc. (This is somewhat up to the unit’s discretion but should be consistent with the title series and one’s established DOE.) The materials included date from his/her initial appointment as an <Assistant or Associate> Professor in <date> until the present. We must ask you not to communicate with either the candidate whose work you are reviewing or anyone else concerning your evaluation or the review process. However, should you have any questions, please do not hesitate to contact

We would appreciate receiving your letter of evaluation by <Date>. We will need a signed, original copy of your letter. Please be assured that your letter will be handled in a confidential manner; however, upon request, Prof. _____, under the terms of the Kentucky Open Records Act of 1992, will have the right to review all letters placed in his/her dossier. If there are reasons you are no longer able to provide the review for Prof. _____, please notify me immediately.