

Sample Letter A

Dear Professor:

_____, who is an assistant professor in our department, is presently being considered for promotion to associate professor with tenure. As part of our review we are seeking assessments of his/her creative or scholarly work and reputation from established artists/architects/designers or scholars in the field. I hope you will be able to help us.

Could you take time to provide an assessment of _____'s work and professional contributions? What has he/she accomplished? What effect has this work had, or is it likely to have, on the field? How would you compare him/her with other scholars at a similar stage in their career? Please mention such artists/architects/designers or scholars by name and institution. How will he/she rank, do you think, in another decade or so?

The more specifically and analytically you can speak to his/her work and particular professional contributions, the more helpful it will be to us. Your letter will be read not only by the faculty of the college but also by the director of the College, and the Sam Fox School Dean's Advisory Committee made up of art, architecture, and design faculty as well as a faculty member from a department outside of the Sam Fox School of Design & Visual Arts.

I am enclosing a copy of _____'s cv, and (list materials included for external review).

Your letter will be held in strict confidence and made available only to the tenured members of our college, the director of the college along with the Sam fox School Dean's Advisory Committee. If you are able to undertake this evaluation for us we would be most grateful. It would also be most helpful if you would include a copy of your CV. If you choose to send your evaluation by e-mail, we request that you also send us a signed hard copy of your letter for the record.

Sincerely,