Faculty Senate Resolution #15-30
Approved by the Faculty Senate: March 17, 2015

Approved by the Chancellor: March 31, 2015

Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure

(to be used by both Academic Affairs and Health Sciences)

Address

Dear \_\_\_\_\_\_\_:

East Carolina University is considering the (promotion, tenure) of \_\_\_\_\_\_\_\_\_ (if Promotion, state the rank to be considered).

To aid us in rendering a wise (promotion, tenure) decision, we seek a thoughtful evaluation of the quality of the candidate's contribution to (his, her) professional field. You have been recommended to us as a person who is in a position to evaluate the candidate's (scholarly work, creative activity.) Since (promotion, tenure) involves consideration of criteria that include but go beyond the above-mentioned contribution, we do not ask you to make a judgment about the (promotion, tenure) itself. Rather, we seek your professional judgment concerning the quality of the candidate's (scholarly, creative) contributions.

Specifically, we are interested in the following:

1. How long and in what capacity, if at all, you have known the candidate?

(2) Your judgment of the quality and significance of the (scholarly, creative) productivity of the candidate. Please render a judgment in terms of particular works or sets of works. (Optional addition: Enclosed please find a reprint(s), book(s), or other production(s) about which we would particularly value your professional judgment.)

(3) (His, Her) national recognition relative to successful people in the same field at approximately the same stage of professional development.

* + 1. Under current policies of this institution, peer evaluations, such as that being requested from you, are regarded as confidential within limitations imposed by law. They are for limited use within the University. North Carolina state law provides that such written evaluations become part of the personnel file of the individual. By law, they become open to the faculty member by petition.

In order for your report to be included in our review process, we would appreciate receiving it on or before \_\_\_\_\_\_\_\_\_\_\_ [date]. Thank you for your consideration of this matter.

Sincerely,

Name and Title