

Florida Atlantic University

INDIVIDUAL COVER SHEET FOR EXTERNAL LETTERS REQUESTED

1. Name, position, and institution of reviewer:

2. Reviewer's standing in the profession (If reviewer is not a tenured faculty member, include justification of equivalent national standing):

3. Certification: The chair/director (or dean), after consultation with the candidate, will certify that no professional or personal relationships exist between the candidate and the outside evaluator. Evaluators with a relationship of student-teacher, colleagues in graduate school, former departmental colleagues, co-authors, co-investigators, co-editors, mentors and mentees or the conflicts of interest of the candidate are NOT eligible to submit letters.

_____ Relationships do not exist

Candidate Signature

Date

Chair/Director/Dean Signature

Date

FLORIDA ATLANTIC UNIVERSITY

SAMPLE INTERFOLIO EXTERNAL REVIEWER REQUEST

REVISE THIS MESSAGE AS APPROPRIATE TO REFLECT THE CANDIDATE'S PATH (TENURE AND PROMOTION OR JUST PROMOTION)

Dear Dr. **LAST NAME**:

Dr. **CANDIDATE'S NAME** is being considered for **TENURE/TENURE AND PROMOTION/PROMOTION** to the rank of **ASSOCIATE/FULL** Professor in the **DEPARTMENT/SCHOOL** of **DEPARTMENT/SCHOOL NAME** at the Florida Atlantic University, College of **COLLEGE NAME**. The University seeks the input of nationally and internationally recognized experts in the candidate's field for the promotion and tenure process and I am writing to you to seek your assistance in reviewing the qualifications of Dr. **CANDIDATE'S NAME**.

Dr. **CANDIDATE'S NAME** will be evaluated on her/his performance in the three major areas of academic responsibilities, including teaching, research and service. I am asking you to review her/his enclosed curriculum vitae, unit criteria, self-evaluation and representative peer reviewed publications. Your evaluation of her/his research and scholarly contributions will be very important to this review process. **If applicable, include this sentence:** Dr. **CANDIDATE'S NAME** has waived her/his right to view or request a copy of your evaluation letter. ****Department Chairs/School Directors to make sure this is the case.**** **Alternatively, use this sentence:** Candidates at FAU have the right to review all materials added to the portfolio, including external letters of evaluation.

In your letter, I would appreciate a description of your relationship with or contacts with, if any, the candidate. Please include in your assessment whether Dr. **CANDIDATE'S NAME**'s research represents a significant contribution to the field and your opinion of her/his potential for further building a strong research record. Also, please comment on Dr. **CANDIDATE'S NAME**'s research productivity, relative to other university faculty at similar points in their career. Any comments you may have on Dr. **CANDIDATE'S NAME**'s instructional abilities and service activities will also be considered.

You should know Florida Atlantic University recently adopted an electronic promotion and tenure review system called Interfolio Review, Promotion, and Tenure. To review Dr. **CANDIDATE'S NAME**'s documents, please click the "I Accept" button above. By clicking the "I Accept" button, you are not obligated to attach a review letter, this will simply give you access to view the candidate's materials. Should you choose to evaluate Dr. **CANDIDATE'S NAME**, a copy of your current abbreviated C.V. along with your response must be uploaded to Interfolio as a single PDF. For further instruction on how to upload your C.V. and evaluation, please follow this helpful job aid (<https://product-help.interfolio.com/m/33238/l/840667-for-external-evaluators-guide-to-providing-requested-evaluations-in-interfolio-review-promotion-and-tenure>). In the event you cannot comply with this request, please inform me at your earliest convenience by clicking the "I Decline" button above.

Thank you for your assistance with this review.

Sincerely,

YOUR NAME
DEAN/CHAIR/DIRECTOR

Files attached: Candidate's CV, Publications; Self-evaluation; Department/College Criteria