

<date>

Dear Dr. <reviewer>:

As chair of the Primary Unit Evaluation Committee (PUEC) of the Department of <department-name>, I am hoping you consider serving as an external reviewer for Dr. <first-name> <last-name>, who has applied for promotion to the rank of **Full Professor** at the University of Colorado Colorado Springs (UCCS). Please note that the PUEC is the UCCS equivalent of Tenure and Promotion Committee at many institutions. This review would assess Dr. <last-name>'s scholarly/creative work since their tenure.

The promotion process is consequential for Dr. <last-name> and for UCCS; we value opinions of accomplished scholars outside of our own Department and University to assist us in the assessment of Dr. <last-name>'s scholarly/creative contributions. For promotion to **Full Professor**, UCCS and the Department of <department-name> requires that successful candidates “*cite relevant criteria, policy here.*” Please note that our primary unit criteria intentionally recognize multiple types of scholarship (including the scholarship of discovery, integration, application, engagement, and/or teaching and learning) to promote further innovation and better align with our institutional mission. Our primary unit criteria reward inclusive forms of scholarship that involve a variety of activities of institution- and/or community-building activities when it comes to promotion to Full Professor. We ask that you provide a holistic review of the candidate.

Should you be willing to review Dr. <last-name>, I will provide you with their curriculum vitae, research and executive summaries, and a sample of their scholarship/creative work. We ask that your review be informed by our departmental criteria which we will also provide. In addition, you may wish to consider Dr. <last-name>'s teaching, service, or any other professional and public engagement areas that you feel capable of assessing. Additionally, a letter from our provost to external reviewers about taking into consideration the impact of the COVID19 pandemic on faculty work will be included. As an expert in <area-name>, we ask you to assess the significance and impact of their scholarship taken as a whole within the standards of the discipline and in line with our departmental criteria.

Should you agree, we ask for your letter of review by <date>.

To the extent the law allows, identities of invited reviewers and the content of their letters will remain strictly confidential and will not be divulged to the candidate. In support of confidentiality, I ask that you contact no one other than myself regarding this process. We ask that you let us know if you foresee a conflict of interest based on your relationship to this candidate.

I understand that this is likely another task added to an already busy schedule. However, your area of expertise would provide an excellent perspective on Dr. <last-name>'s work and impact, and I know they would greatly appreciate your assistance.

Please let me know if you would be willing to serve in this capacity or if you have questions. I can be reached at <phone number> or via email at <email address>.

Sincerely,