

ATTACHMENT A to Fulbright College Personnel Document
Sample letter to Extramural Referees (see instructions in paragraph 3 if offering honorarium)

Dear _____:

The J. William Fulbright College of Arts and Sciences at the University of Arkansas, Fayetteville, has a policy that recommendation for promotion and/or tenure of a faculty member should be supported with extramural reviews by established and respected scholars in the field of the candidate. We request your help in providing such a review of (John Q. Faculty) for (promotion to the rank of Associate Professor of Southern Studies with tenure). Your review will be kept confidential to the extent permitted by University policy and applicable law; however, under the Arkansas Freedom of Information Act, if the candidate makes a specific request, s/he will be entitled to receive a copy of the review. See the complete confidentiality statement below.

Enclosed are the résumé and documents submitted in support of this recommendation. Will you please give us your evaluation of the candidate's record and tell us whether the record supports the (promotion and granting of tenure)? We recognize that most reviewers will have a basis to judge only the research and creative activities of the candidate. Unless you have a basis for judging other aspects, we are particularly interested in your judgment of the significance of the scholarly and creative contributions of the candidate. In your judgment, does the record show a professional development which would indicate that the candidate is likely to continue an active, productive career in this field? Comparisons with peers at other major institutions would be particularly helpful, as would be your judgment of whether the candidate's record would support a recommendation for promotion and tenure at your institution, or, if more appropriate, at major public research universities. We would also appreciate knowing of your professional contact with the candidate and any special vantage that you have for evaluating the work.

To include your recommendation with (Dr. Faculty's) other (promotion/tenure) materials for consideration at the department college levels, we will need your comments by September 1st (or preferred date). Please send them to me at the above address. **[If offering an honorarium, please insert statement on the next page here.]**

We very much appreciate the effort and the time from a busy schedule that are required for you to prepare this evaluation. As you know, these are critically important decisions for the College and the Department. Your judgment will help us to make a decision that is professionally sound and in the best interests of the academic community.

If you have any additional questions concerning this request, please feel free to contact me.

Sincerely yours,

Janet V. Head
Chair
Department of Southern Studies

The University of Arkansas makes every effort to maintain the anonymity of external reviewers. Under University policy, candidates for promotion and/or tenure will consider a list of potential reviewers from which final reviewers are selected (but remain unknown to the candidate). Additionally, candidates for tenure and/or promotion may read the external letters of review, but identifying information, such as the letterhead and signature, will be redacted. In the event a candidate requests a copy of an external review letter under the Arkansas Freedom of Information Act, s/he would be entitled to receive a copy of the unredacted recommendation as a part of his or her personnel file.

Please insert the statement below at the end of paragraph 3 if you are offering an honorarium:

As one who regularly receives such request, I know how much time these evaluations consume. I hope that you agree with me that they are nevertheless a useful, indeed crucial, part of the process of reaching decisions on promotion and tenure. As a gesture of recognition of their importance, we pay an honorarium of \$XXX for each evaluation.