

ATTACHMENT A to Fulbright College Personnel Document
Sample letter to Extramural Referees

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). Although it is rarely invoked, the College does have a policy that a faculty member may, upon written request, have access to his or her own personnel file.

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 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 or 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 and college levels, we will need your comments by October 15. Please send them to me at the above address.

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