

Fulbright College Personnel Document

ATTACHMENT B

Sample letter to extramural referees

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

The Department of Southern Studies in the Fulbright College of Arts and Sciences at the University of Arkansas is considering \_\_\_\_\_ as a candidate for promotion to the rank of associate professor with tenure. Our primary criteria for promotion to associate professor and professor are effectiveness in teaching and demonstrated excellence and industry in research or creative activity.

To aid the Department of Southern Studies and the Personnel Committee of Fulbright College in their review of Professor \_\_\_\_\_'s qualifications, we are seeking extramural evaluations from three distinguished scholars in her field. We would very much appreciate your serving as one of these. Since you probably have no information concerning her teaching, we are especially interested in your judgment of the significance of her scholarly contributions. Does her professional development to date indicate that she is likely to achieve a productive career? Comparisons with peers at major institutions would be particularly helpful, as would your opinion of whether her record would support a recommendation of promotion and tenure at your own university or, if more appropriate, at major public research universities. We would also appreciate knowing of your professional contact with the candidate and of any special vantage that you have for evaluating her work.

I enclose Professor \_\_\_\_\_'s curriculum vitae and a statement of Fulbright College's procedures on extramural evaluations. If you are willing to undertake this evaluation and send its results to me by October 15, we will quickly forward a packet of her writing. As one who regularly receives such requests, 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 \$100 for each evaluation.

Although it is rarely invoked, the College does have a policy that allows a faculty member to make a written request for access to his or her own personnel file. May I ask that you call my secretary collect at (479) 575-xxxx to let us know if we can count on you? Naturally, I would be happy to respond to any questions you may have about this request.

Sincerely,

James B. Brown  
Chair  
Department of Southern Studies