

ATTACHMENT A3 to Fulbright College Personnel Document  
Sample letter to Extramural Referees for Ranked Research Faculty (see instructions in  
paragraph 3 if offering honorarium)

[DATE]

[Inside Address]

Dear Professor XXXX

The Fulbright College of Arts and Sciences at the University of Arkansas, Fayetteville, has a policy that recommendation for promotion of a faculty member should be supported with extramural reviews by highly qualified and respected scholars in their discipline. We request your help in providing such a review of [NAME] for promotion to the rank of Research [Associate Professor]. Dr. [XXXX's] appointment is [workload information]. We would also appreciate knowing of your professional contact with the candidate and any special vantage that you have for evaluating their work. 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, they will be entitled to receive a copy of the review. See the complete confidentiality statement below.

Enclosed are the résumé and other relevant documents submitted in support of this recommendation, including the personnel documents used to evaluate the candidate. Due to the nature of this position, we ask that you primarily review the research activities of Dr. [XXX] in the context of their overall appointment/workload. In your judgment, does the record show a high-quality impact in their discipline and/or professional development, which would indicate that the candidate is likely to continue an active, productive research career? Does the candidate's résumé show a pattern of accomplishments in scholarship that indicates progress toward a regional, national, or international reputation in their discipline? [Language for promotion to the rank of full professor will differ per 1405.11 IV. A.2].

To include your recommendation with Dr. [XXX's] other promotion materials for consideration at the department and college levels, we will need your evaluation by [DATE]. We know how much time these evaluations consume. I hope that you agree with us that they are nevertheless a useful, indeed crucial, part of the process of reaching decisions on promotion. [If offering an honorarium, please insert the statement included on the next page here.]

We very much appreciate the effort and the time from a busy schedule 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 [XXX].

Sincerely yours,

[Name], Chair  
[Department]

Encl.

*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, they would be entitled to receive a copy of the unredacted recommendation as a part of their personnel file.*

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

As a gesture of recognition of their importance, we pay an honorarium of \$XXX for each evaluation.