September 8, 2009

Dear Professor,

\_\_\_\_\_\_\_\_is being considered for promotion from Associate to Full Professor in the Department of Earth and Atmospheric Sciences (EAS) at Purdue University. The criteria for promotion to Full Professor at Purdue include outstanding achievement in research and teaching and international recognition of the candidate’s scholarship by peers. We are writing to you, as an expert in Dr. \_\_\_\_\_field of research, to seek an evaluation of his scientific contributions.

We would specifically appreciate your comments on the following:

1) your relationship to the candidate;

2) the significance and quality of his research and achievements as an Associate Professor

 and the degree of professional recognition within his discipline;

3) a comparison with his peers, with particular reference to those whom you believe are the

 leaders in the field;

4) his research potential for the future; and

5) your assessment of whether \_\_\_\_\_\_ would be promoted to Full Professor

 at your institution.

We are enclosing \_\_\_\_\_\_\_ current curriculum vitae, a short perspective that he has written on both his research and teaching, as well as reprints of recent publications. We recognize that considerable effort is required for an evaluation of this candidate, and we are most appreciative of your support. Your assessment is critical for our desire to maintain the highest scholarly standards at Purdue University. It would be most helpful, if we could receive your letter no later than October 4, 2009. Your evaluation can be sent by regular mail, electronically, or by fax as indicated on the second page of this letter.

Your evaluation will become a part of \_\_\_\_\_\_\_\_\_ promotion documentation, which will be shared with those faculty and administrators directly participating in the promotion process. Your letter will be held confidential to the extent such protection is afforded by University policies and state and federal laws. Under some circumstances, Purdue may be required to disclose external review letters of candidates in defense of agency investigations and lawsuits brought by unsuccessful candidates.

If I can provide further assistance do not hesitate to contact me. Also, please email me at *eagee@purdue.edu* upon receipt of this letter, and state your willingness to provide a review.

 Sincerely,

 Ernest M. Agee

 Professor and Interim EAS Department Head

Send your evaluation to:

**Mail Address**

Purdue University

Earth and Atmospheric Sciences Department

Attn: Dee Gillespie

550 Stadium Mall Dr.

West Lafayette, IN 47907-2051

**Email**  (please include electronic signature)

gillesp@purdue.edu

**FAX**

(765)-496-1210

Please call (765) 494-4753 in advance to ensure secure reception of your letter