September 12, 2008

Dr.

Dear Dr.\_\_\_\_\_\_\_\_\_\_\_\_ ,

 Dr. \_\_\_\_\_\_\_\_\_ is being considered for promotion from Assistant to Associate Professor with tenure in the Department of Earth and Atmospheric Sciences (EAS) at Purdue University. The criteria for promotion to Associate Professor at Purdue include outstanding achievement in research and teaching and the potential for continued professional growth and recognition. We are writing to you, as an expert in Dr. \_\_\_\_\_\_\_s field of research, to seek an evaluation of Dr. \_\_\_\_\_\_\_\_’s 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 Assistant 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 Prof. \_\_\_\_\_\_\_\_would be promoted to Associate Professor

 with tenure at a major research university.

 We are enclosing Dr. \_\_\_\_\_\_\_\_\_\_ current curriculum vitae, a short perspective that he has written on his research, and reprints of recent publications. We realize that relatively little information has been provided about Dr. \_\_\_\_\_\_\_\_\_’s teaching and service activities, and that your judgment must be made primarily on the basis of his research contributions.

We recognize that a great deal of time and effort is required for a careful evaluation of this nature, and we are very grateful for your efforts. Your assessment is critical for our endeavor to maintain the highest scholarly standards at Purdue University. We would greatly appreciate receiving your letter as soon as possible and it would be most useful if received by \_\_\_\_\_\_\_\_\_\_. You can send by regular mail, electronically or by fax if you wish. If you send by fax, please call (765) 494-4753 before faxing to ensure secure reception of your letter. I apologize for sending this request to you without previously confirming your willingness to provide an evaluation. However, to assure the most objective evaluation, Purdue College of Science promotion and tenure policies prevent us from contacting you prior to this request.

Your evaluation will become a part of Dr\_\_\_\_\_\_\_\_\_’s 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, please do not hesitate to contact me.

 Sincerely,

 Professor and Department Head