**School/Department Letterhead**

**Date**

**Person XXXXX**

**Address XXXXX**

**Dear XXXXXXXX:**

The Department of **XXX** in the College (School) of **XXX** at New York Institute of Technology (NYIT) is considering the promotion (or promotion and tenure, or tenure) of **name of candidate** to the **rank of Associate Professor (or Full Professor).** Attached please find a copy of NYIT’s requirements for promotion and tenure. As a critical part of this review process, we are writing to ask if you could provide us with an independent, external evaluation of her/his research, creative work, and scholarly contributions.

With regard to the candidate’s professional reputation, it would be useful for you to evaluate the candidate’s standing relative to his peers in the field at approximately the same stage of development. We would be interested in your candid assessment and opinion on her/his research and other scholarly contributions, including overall level of creativity, in comparison with peers in the areas of **XXXXX**, potential for future expansion, and extent of development of a national/international reputation. In your letter, please identify whether you know this candidate, for how long, and in what capacity. In this tenure/promotion process, we consider all of the candidate’s work and accomplishments, but special consideration is given to work completed while in their current rank and at NYIT.

If you are willing to review **name of candidate’s** scholarship and creative work, please let me know at your earliest convenience. Please visit **[INSERT SECRET URL PROVIDED BY CANDIDATE]** to view **name of candidate’s** materials. In order that we may act on your response before our deadline, **we will need to receive your completed review by November 1. Insofar as legally possible, your letter will be treated as confidential and access to your original letter will be restricted to those involved in the promotion and tenure review process.**

As a reference, we greatly appreciate your attaching a brief CV of yourself to your evaluation letter. We realize that this request places an added burden on your busy schedule. We wish to thank you for your willingness to serve as an external reviewer. Promotion and tenure decisions are among the most important activities that we do within NYIT and your help is greatly appreciated. Thank you very much for your assistance.

Sincerely,

Chair