Letter revised 5/10/05

Letter to persons who have agreed to serve as reviewers.

THIS IS THE LETTER WHICH MUST BE USED UNLESS A SUBSTITUTE HAS BEEN APPROVED BY THE DEAN

Thank you very much for agreeing to serve as a reviewer of the works of [candidate’s name], who is being considered for [personnel action]. Enclosed please find copies of the works which we want reviewed.

Please include, in addition to review of the candidate’s works, an evaluation of teaching, and service, to the degree that you feel qualified to do so.

Your review will be kept confidential.

We would like you to address, where applicable, the following points with respect to the works:

[1] The significance of the issues addressed  
[2] The originality and quality of the research  
[3] The methodology used to address the issue  
[4] The value of these works for peers  
[5] The appropriateness and quality of the venues in which the works appeared.  
[6] Other comments about the work that may assist us

If you have any affiliation or connection with the candidate that might be construed as a conflict of interest, please describe that affiliation in your review. Unless you believe that your affiliation would interfere with objectivity, we would like to have your review.

Given the schedule of our personnel decisions, it is important that I receive your review by [date]. Thank you for your willingness to lend your expertise to this important process.

Sincerely,

----------------------, Chair

c. Works of [faculty member’s name]

Adopted by CP&B 5/10/05

[Form ER-5]