

SAMPLE SOLICITATION LETTER FOR EXTERNAL REFEREES (initial contact)

Professor X is being considered for promotion to [assistant, associate, full, senior] research scientist/scholar, lecturer, teaching professor, clinical professor] in the Department of Y at Indiana University Bloomington. As part of our review procedures, we write to experts in the candidate's field to ask them for an independent judgment of the candidate's performance in rank.

Professor X is a candidate for promotion on the basis of [research, teaching, teaching and service].

[*Research*] Your frank appraisal of the productivity, quality and impact of Professor X's research/creative activity would be greatly appreciated. If you have knowledge of his/her contributions to service/engagement, we would also value your evaluation of those activities.

[*Teaching*: Your frank appraisal of the quality and impact of Professor X's contributions to teaching would be greatly appreciated. If you have knowledge of his/her contributions to research/creative activity in support of teaching and service/engagement in support of teaching, we would also value your evaluation of those activities.]

[*Service/Engagement*: Your frank appraisal of the quality and impact of Professor X's professional service to academic and non-academic communities would be greatly appreciated.]

[*Balanced Case (Clinicals only)*: Professor X is being considered for promotion on the basis of balanced strengths in teaching and service/engagement, and we would appreciate your evaluation of the quality and impact of his/her performance in both areas.]

[Required in all letters]: Your letter will be seen by faculty members serving in a promotion advisory capacity. The candidate may request access to the entire dossier at any time, and the University is legally compelled to comply.

Professor X's curriculum vitae is enclosed for your consideration.

At Indiana University Bloomington, the criteria for promotion and tenure are the same for all faculty regardless of length of service during the probationary period. Time in rank beyond six years should not be considered as additional time nor should it be considered as relevant when evaluating candidates for promotion and tenure. Recognizing the disruption to faculty scholarly, instructional, and service activities from the COVID-19 pandemic, Indiana University Bloomington allowed all candidates for tenure the option to extend their tenure clock by one year. In addition, candidates for tenure may have received additional extensions of the tenure clock because of other types of interruption to their work.

[Required in all letters]: This link explains the changes in access to campus resources promotion candidates may have experienced during the pandemic: <https://vpfaa.indiana.edu/doc/institutional-fact-sheet.pdf>

We would also like to know if you are personally acquainted with the candidate in ways that might compromise the objectivity of your assessment.

We value your frank and detailed judgments. If you agree to prepare an evaluation of Professor X, we shall send you his/her materials and our criteria and expectations for promotion.

Please let us know by DATE if you will be able to take on this task. Your letter would be due by DATE. Many thanks for considering this request.