Email seeking external evaluation for initial appointment or promotion to tenure

*Selection of letter writers (external referees) should be made in consultation with the Chair of the appropriate Area Committee and the FAS Dean. This email is to be sent to each prospective letter writer with the candidate’s CV attached.*

Dear Professor \_\_\_\_\_\_\_\_\_ ,

The [SELECT ONE: Department/Program] of \_\_\_\_\_\_\_ at Yale University is currently preparing to consider the [SELECT ONE: appointment/promotion] of Professor \_\_\_\_\_\_\_\_\_\_ [FOR PROMOTIONS: from the rank of Assistant Professor] to [Associate] Professor with tenure. We would be very grateful if you could help us in assessing [SELECT ONE: his/her/their] scholarly achievements and impact on the field. Given your professional standing and expertise, a letter from you would be of great value not only to the professors of the [SELECT ONE: Department/Program] of ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_, but also to the Tenure and Appointments Committee, in the event that the [SELECT ONE: department/program] recommends [SELECT ONE: him/her/them] for [SELECT ONE: appointment/promotion].

[If the referee has previously written a letter for appointment or promotion of the candidate at Yale, please include the following paragraph:

Because you were involved with Professor \_\_\_\_\_\_\_\_’s reappointment assessment so recently, we would be glad to accept your assessment either in the form of an updated letter, or a short supplement to your earlier letter. Beyond your original assessment, we would ask that you 1) assess the work that [SELECT ONE: he has/she has/they have] produced since you last reviewed SELECT ONE: his/her/their] case, and 2) compare [SELECT ONE: his/her/their] scholarly achievements to those of specific other scholars working in the same field, whose names would be identified in our subsequent correspondence.]

At this point, I am asking only if you would be willing to undertake such an evaluation. I am attaching to this email a copy of Professor \_\_\_\_\_\_\_\_’s current CV for your information. If you can help us with your evaluation, I will send you a more formal letter via Interfolio [FOR PROMOTIONS: in late [For Academic Year Timeline: late August] [For Calendar Year Timeline: late February] describing our [SELECT ONE: appointment/promotion] process and criteria. Along with that letter, I will include prepared statements from the candidate and copies of and/or links to [SELECT ONE: his/her/their] scholarship. (If you would like copies of any published materials in advance of receiving the formal letter, please let me know.) If you agree to provide a letter, we would ask to receive it by \_\_\_\_\_\_\_.

On behalf of all my colleagues I would like to thank you very warmly for your invaluable help. Your response will be kept in close confidence.

Cordially,

[Chair Name]

Chair, [SELECT ONE: Department/Program of Department Name]

cc: Tamar Gendler, Dean of the Faculty of Arts and Sciences (please use fas.dean@yale.edu)

 Divisional Dean and/or Chair of Divisional / Area Advisory Committee

 If appropriate, also Dean of SEAS

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