**Letter from AD HOC COMMITEE to external reviewers for APPOINTMENT as ASSOCIATE Professor:**

Dear \_\_\_\_\_\_\_\_\_\_:

An ad hoc committee has been appointed to consider the qualifications of Dr. \_\_\_\_\_\_\_\_\_\_ as tenured Associate Professor in the Department of \_\_\_\_\_\_\_\_\_\_ at Johns Hopkins University. I am writing on behalf of the committee to ask for your help in evaluating Dr. \_\_\_\_\_\_\_\_\_\_’s qualifications for appointment.

We would sincerely appreciate your frank evaluation of Dr. \_\_\_\_\_\_\_\_\_\_’s scholarly achievements and promise for the future. It would be especially helpful to us if you could compare Dr. \_\_\_\_\_\_\_\_\_\_’s record with that of other scholars at approximately the same stage of career development, and if you could evaluate the likelihood that the candidate will in time equal the achievements of current leaders in the field. We would also be grateful for any comments you might be able to offer on Dr. \_\_\_\_\_\_\_\_\_\_’s abilities as a teacher. If there are aspects of Dr. \_\_\_\_\_\_\_\_\_\_\_’s work that reach beyond the academy, we would appreciate it if you could comment on their intellectual, practical, or societal impact. Finally, we ask that you describe the nature of any current or prior relationship you have with Dr. \_\_\_\_\_\_\_\_\_\_\_.

The primary criteria are the candidate’s scholarly research, teaching, and service to the University. The appointment criteria of the Johns Hopkins Krieger School of Arts and Sciences and Whiting School of Engineering hold that, to qualify for the rank of Associate Professor, a candidate must be a recognized leader among scholars at a similar stage of career development. University and professional service are also expected of candidates.

For your convenience, I have attached a package of materials along with our request for reference including the candidate’s CV; statements on research, teaching, and service; and select publications. Please let me know if you would like hard copies or any additional material.

Your reply, whether provided in physical or electronic form, will be treated as a confidential and privileged communication. We will take all responsible steps to ensure that it is seen only by those directly involved in the appointment process.

Our committee must report to the Academic Council as soon as possible. It would help us greatly to have your evaluation at your earliest convenience, and no later than **\_\_\_\_\_**. Because of time limitations in this process, we would greatly appreciate your acceptance or declination of this invitation by **\_\_\_\_\_**. The committee and the University are grateful for your help.

Sincerely,

(Ad Hoc Committee Chair)

(School Dean)