**Letter from AD HOC COMMITTEE to external reviewers for PROMOTION of UNTENURED Associate Professor to TENURED Associate Professor**

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

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

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. 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 also describe the nature of any current or prior relationship you have with Dr. \_\_\_\_\_\_\_\_\_\_\_.

The criteria for promotion to tenure in the rank of Associate Professor state that a candidate must be a recognized leader among scholars at a similar stage of career development. The primary criteria are the candidate’s scholarly research, teaching, and service to the University. The criteria also include the importance of the candidate’s scholarly research, service, and teaching to the academic program of the department.

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,

(Chair of Ad Hoc Committee)

(Dean of School)