**Letter from DEPARTMENT to external reviewers for PROMOTION to FULL PROFESSOR**

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

The faculty of the Department of \_\_\_\_\_\_\_\_\_ at Johns Hopkins is considering the qualifications of Dr. \_\_\_\_\_\_\_\_\_\_, a tenured Associate Professor, for promotion to the rank of Professor. I am writing on behalf of the Department 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 the candidate’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 describe the nature of any current or prior relationship you have with the candidate.

The primary criteria are the candidate’s scholarly research, teaching, and service to the University. The promotion criteria of the Johns Hopkins Krieger School of Arts and Sciences and Whiting School of Engineering hold that, to qualify for the rank of Professor, a candidate must be an eminent and influential scholar and demonstrate a continuing commitment to excellence in teaching and mentoring, with clear evidence of additional scholarly achievement since promotion or appointment to the rank of Associate Professor. 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.

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 Department and the University are grateful for your help.

Sincerely,

*(Department Chair)*