**Letter to external reviewers who are expected to be able to comment only on non-academic aspects of the candidate’s work**

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

On behalf of the Krieger School of Arts and Sciences/Whiting School of Engineering at Johns Hopkins University, I write to request your brief evaluation of the work of Dr. \_\_\_\_\_\_\_\_, who is being considered for promotion to/appointment at the rank of tenured Associate Professor/Professor in the Department of \_\_\_\_\_\_\_\_.

We are particularly interested to hear from you about the impact of Dr. \_\_\_\_\_\_\_\_’s work beyond the academic or scholarly community. Accomplishments with practical, societal, or broad intellectual impact are among the factors considered favorably in these promotions/appointments.

If you are aware of Dr.\_\_\_\_\_\_\_\_\_’s research, teaching, or service within the scholarly field, you are welcome to comment on this also; however, there is no need to do so. We also ask you to describe any current or prior relationship you have with the candidate.

For your convenience, accompanying this request is a dossier including the candidate’s CV; research, teaching, and service statements; and select publications. Please let me know if you would like hard copies or any additional material.

Your reply 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 promotion/appointment process.

We would greatly appreciate your acceptance or declination of this invitation by \_\_\_\_\_. If you are willing to provide an evaluation, it would help us to receive it by \_\_\_\_\_. Email and electronic documents are both acceptable. I am available to answer any questions you may have, and the University is grateful for your help.

Sincerely,