Dr./Mr./Ms. EXTERNAL EVALUATOR FIRST AND LAST NAME,

I write to seek your help in evaluating Dr./Mr./Ms. FIRST AND LAST NAME’s application for promotion to the rank of Associate Professor of DISCIPLINE with a grant of tenure at West Virginia University. As part of the University’s procedure for assessing the quality of Dr./Mr./Ms. LAST NAME’s research, the judgment of scholars in their general area of specialization is critical. It would help us a great deal if you would evaluate the quality of their contributions to the field of AREA OF STUDY.

If you agree to help, I will send you materials including Dr./Mr./Ms. LAST NAME’s vita, samples of their work which you may use as you wish in your evaluation, and copies of our evaluation guidelines.

Your letter is needed by December 1, 2024.

I realize how busy you are and that requests such as this one only add to the burden. But I am sure that you understand that peer evaluation is an essential feature of faculty development, and I hope that you will be able to help us.

I look forward to your response.

Sincerely,

DEPARTMENT CHAIRPERSON/SCHOOL DIRECTOR/DEAN