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

Dr./Mr./Ms. FIRST AND LAST NAME, a Service INSTRUCTOR/ ASSISTANT/ ASSOCIATE Professor of DISCIPLINE at West Virginia University, is being considered for promotion to the rank of Service ASSISTANT/ ASSOCIATE PROFESSOR/ PROFESSOR. A Service-track faculty member is promotable but not tenurable, and has a primary assignment dedicated to the department, college, university, and state. As part of our procedure for assessing the quality of Dr./Mr./Ms. LAST NAME’s scholarly work, we seek the judgment of individuals like you in their general area of specialization. Thus, we ask that you help us by providing an objective evaluation of their contributions to the field as a researcher.

A Service-track faculty member is expected to demonstrate significant contributions in service to be promoted. According to university guidelines, the term "significant contributions" in research means performance in service which meets or exceeds that of peers recently achieving similar promotion who are respected for their contributions in service at peer research universities. I ask that you give us your opinion about

* the quality of Dr./Mr./Ms. LAST NAME’s service and the impact or potential impact, and
* whether the quality of service is comparable to or better than that of persons recently promoted at your university or at other peer universities.

ONLY THIS PARAGRAPH IF THE CANDIDATE HAS BEEN IN RANK AT WVU FOR MORE THAN 6-7 YEARS: For promotion, we place special weight on work done in the most recent five- or six-year period. A long-term Service-track faculty member will not be penalized for years of modest productivity, as long as more recent productivity is appropriately high and has been maintained for a reasonable period of time.

Dr./Mr./Ms. LAST NAME may ask to be shown a copy of your evaluation. In such a case, all information identifying you as the evaluator will be redacted. Of course, your full letter and evaluation will be shared with the committees and individuals involved in the review process. Following the conclusion of the review, all copies of your letter will be kept in a sealed file in the dean's office and will not be used again.

IF MATERIALS ARE ENCLOSED: Enclosed are samples of Dr./Mr./Ms. LAST NAME’s research contributions and their curriculum vitae. Also enclosed are the university, college, and unit guidelines for faculty evaluation, promotion, and tenure.

OR, IF MATERIALS WILL BE ONLINE: The materials for your review are available online at SITE. ADD ANY SPECIAL INSTRUCTIONS FOR ACCESSING THE MATERIALS, FOR EXAMPLE A PASSWORD. Included are samples of Dr./Mr./Ms. LAST NAME’s work and their curriculum vitae. Also posted are the university, college, and unit guidelines for faculty evaluation, promotion, and tenure.

Please email your evaluation no later than December 1, 2024 to Dean FIRST AND LAST NAME in care of NAME@mail.wvu.edu.

If you are unable to provide an evaluation of Dr./Mr./Ms. LAST NAME’s work, please contact me immediately by email at [NAME@mail.wvu.edu](mailto:NAME@mail.wvu.edu) or by telephone at 304-293-XXXX.

We recognize that writing recommendations of this type is time consuming and we are most grateful for your assistance. Your comments will be an important component of our evaluation process.

Sincerely,

DEPARTMENT CHAIRPERSON/SCHOOL DIRECTOR/DEAN

Enclosures:

University guidelines

College guidelines

Unit guidelines

Dr. LAST NAME’s curriculum vitae (unless provided by online link)

Samples of Dr. LAST NAME’s work (unless provided by online link)