Dr.XX:

I am contacting you to see if you would be willing to evaluate the professional activity (scholarship) of Dr.XX, a candidate for promotion here at the University of Northern Colorado (promotion to full professor). XXX’s work is in the area of xxx and they have been in their tenure-track faculty position in the Audiology and Speech-Language Science since 2XXX. As part of our evaluation for this process, faculty must have their professional activity reviewed by at least two experts in the field. If agree to be a reviewer, I would provide:

- an updated CV

- Comprehensive Performance Report for External Reviewers (workload distribution over review period & executive summary).

- the professional activity section of her promotion narrative (i.e., from the narrative that will be included in a dossier).

- relevant supporting materials

- the school’s evaluation rubric for professional activity

As far as dates, I hope to provide review materials to you no later than Oct 15, 2021. If you agree to serve as an external reviewer, I will ask that you submit your review to me by January 8, 2022.

If desired, I would be happy to discuss this request with you over the phone sometime in the next week. Thank you for considering this request.

Requested:

Alternates: