DATE

NAME

TITLE

ADDRESS

Dear NAME:

I am writing to ask if you would help us evaluate PERSON UP FOR PROMOTION, who is being considered for a promotion to RANK OUTSIDE OF OR WITHIN the tenure structure at The Heller School for Social Policy and Management at Brandeis University. As part of our promotion procedure, it is essential that we have the fullest possible evaluation by leading experts and scholars. Your response to this request will be kept entirely confidential to the extent provided by the law and the best of our ability. It will be shared only with the committee of faculty members involved in the promotion process and decision.

In addition to your overall evaluation, my colleagues and I would appreciate your response to the following questions:

* Is Dr. NAME known to you? If so, in what context?
* What is your general opinion of Dr. NAME’s work to date, and how would you characterize their general academic potential?
* How would you compare Dr. NAME to other scholars in the same specialization at comparable stages in their careers?
* What do you consider to be Dr. NAME’s most important contributions to their areas of study?
* Would Dr. NAME qualify for a similar appointment at your institution?

We realize that responding to this request involves a major commitment of your time. However, I am sure you will agree that confidential evaluations by a broad range of outside scholars are essential to the fairness of our review and promotion system. In order to assist you I enclose the Brandeis description of their proposed title, RANK OUTSIDE OF OR WITHIN the tenure structure, as well as a copy of Dr. NAME’s curriculum vitae, personal statement, and selected publications. Please contact me if you would like to receive a copy of any of the materials listed on the enclosed curriculum vitae.

Your letter will be maximally helpful if I receive it by DATE. If you have any questions, do not hesitate to contact me by telephone at 781-736-3883, or by email: dzinner@brandeis.edu. Alternatively, you may contact Meaghan Cummings, Executive Administrator, Office of the Dean, meaghanc@brandeis.edu. Thank you for your assistance.

Sincerely,

David Weil

Dean and Professor

Enc:  
1. Curriculum Vitae – NAME OF CANDIDATE

2. Personal Statement – NAME OF CANDIDATE

3. DESCRIPTION OF RANK

4. Articles:

LIST OF ARTICLES