



External Review Letter Template
Professor
After Email Agreement
Provost's Guidelines: Appendix 5

<date>

Subject: Promotion of Dr. <candidate name> to Professor in the Department of <department name> at UMass Lowell

Dear Dr. <Last Name of Reviewer>,

The Department of <department name> at the University of Massachusetts Lowell is considering Dr. <candidate name> for promotion from their present rank of Associate Professor, with tenure to Professor. Our contract requires that we consider objective advice from nationally and internationally known leaders in the field in forming our recommendation.

The University of Massachusetts Lowell is a nationally ranked research university with a significant educational mission. In order to be recommended for promotion, "candidates must have demonstrated a sufficiently high overall level of positive accomplishment when their achievements in instructional or professional effectiveness, research, and service achievements are taken together. Such achievement must be manifested in both qualitative and quantitative terms."

Since we seek an objective opinion of the qualifications of each candidate, please begin by describing the nature and length of past or present association, if any, with Dr. <candidate name>. In addition, please address the following:

1. Research and Scholarship:
 - The significance and impact of Dr. <candidate name> contribution to the discipline/profession.
 - Assessment of Dr. <candidate name> stature and reputation in the discipline.
 - The quality and quantity of Dr. <candidate name> work, and the appropriateness of the venues/outlets used by the Candidate to disseminate scholarly works.
 - The extent to which Dr. <candidate name> record reflects a productive scholarly agenda compared to peers in the discipline. Scholarly activity includes publications, presentations, performances, extramurally funded activities, intellectual property, and corporate relationships.
 - Any relevant information about common practices within the discipline such as: conventions regarding multiple authorship, expectations for extramural funding, collaborative interactions, appropriate terminal outlets for publication, or other factors that may help the university objectively evaluate the Candidate relative to disciplinary expectations.
 - Special distinctions and honors achieved by the Candidate.
2. Instructional/Teaching:
 - Effectiveness as a teacher and mentor.
3. Service:
 - Dr. <candidate name> service to the profession at the local, national, or international level.

Letters need to explicitly state whether or not you are in support of Dr. <candidate name> promotion to Professor. A 2-3 page review should suffice and can be submitted in hard copy or electronically in PDF format with your digital signature included. Your letter will be considered confidential to the extent possible and will be made available only to University personnel participating in the review process. Dr. <candidate name> has waived his/her right to read this letter.

Promotion decisions are an important responsibility in the academic community. Therefore, my colleagues and I hope that we can rely upon you for assistance as we consider Dr. <candidate name> candidacy for promotion. To meet the University's schedule, we appreciate receiving your letter by **Friday, July 14, 2017.**

Please include a copy of your abbreviated CV and biographical paragraph with your submission. **If you have a personal relationship with Dr. <candidate name> or you are unable to provide the evaluation, please let me know within two weeks upon receipt of this letter.** Thank you for your help in this most important task to our Department and the University. If you require additional information, please contact me.

Sincerely,

<Department Chairperson>

<Department Chairperson's email address>

<Department Chairperson's telephone>

Mail Information:

<Department Chair name>

University of Massachusetts, Lowell

<Department name>

<Address>

<Mail Code>

Lowell, MA 01854

Enclosures:

Curriculum Vitae (Attachment 1)

Executive Summary of the Key Activities and Accomplishments (Attachment 2)

Sample of Impactful Scholarly Work (Attachment 3 & 4)