



External Review Letter Email Request Template  
Provost's Guidelines: Appendix 3

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

<date>

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 <rank> to <rank>. Our contract requires that we consider objective advice from nationally and internationally known leaders in the field in forming our recommendation. I am writing to ask if you would be willing to provide an assessment of Dr. <candidate name> stature and reputation in the discipline.

If you are available to provide this assessment, I will provide you with a copy of Dr. <candidate name> CV, a reasonable number of samples of Dr. <candidate name> scholarly work, Dr. <candidate name> statement of research accomplishments <optional>, and a letter outlining the review expectations by <date + 3 weeks>.

I understand, as a leading scholar in your field, that your time is valuable. Thank you for considering performing this important service to our university and the field. If you agree, I will send the materials and request your evaluation by **Wednesday, August 12, 2020**.

Please reply by <date + 2 weeks>, indicating if you will be available to provide this evaluation and I will return additional materials as suggested above.

Sincerely,