



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 three evaluation areas 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 address the following:

Research and Scholarship:

- the nature and length of your past or present association to Dr. <candidate's name>
- the significance of Dr. <candidate's name> contributions to the discipline/profession
- an assessment of Dr. <candidate's name> development as a scholar compared with others in the field who are at a similar stage of their career
- the quality and quantity of Dr. <candidate's name> work, and the appropriateness of the venues/outlets used by him/her to disseminate scholarly works
- an assessment of papers/discoveries/innovations published by Dr. <candidate's name> that may have a major impact on the field
- the extent to which Dr. <candidate's name> record reflects a productive scholarly and creative activity agenda compared to peers in the discipline. Scholarly and creative activity include publications, presentations, patents, performances, exhibits, 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 evaluate Dr. <candidate's name> relative to disciplinary expectations

- special distinctions and honors achieved by Dr. <candidate's name>

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 or has not> 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 **Wednesday, August 12, 2020.**

Please include a copy of your abbreviated CV 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)

Sample of Impactful Scholarly Work (Attachment 2)

Statement of Research Accomplishments (Attachment 3) <Optional, candidate's choice>