**Invitation Letter for Appointment, Promotion, and Tenure**

Dear [referee’s title name]:

I am requesting your assistance on behalf of the [Department/School] in a frank evaluation of the scholarship [or artistic work] of [candidate name], who is being considered for [appointment/promotion] to the rank of [ ] professor [with/without tenure] [**Or** he/she already holds tenure.]. I have enclosed a curriculum vitae, personal statement, and sample of publications [or other scholarly product].

Would you please let me know as soon as possible if you will be able to provide a review [contact information]? (If you would like copies of [her/his] additional publications beyond the sample we have enclosed, please let me know.)

We are seeking your assessment as to whether [candidate name]’s scholarship [or artistic work] has demonstrated excellence and creativity, made important and original contributions, had an impact on the field, shows a clear arc of intellectual and creative development, and is widely perceived as outstanding. Every promotion [and grant of tenure] is expected to meet the national and international standards of the leading institutions as well as improve the overall stature of the [department/school].

Please understand that we seek your evaluation at an early stage in our process and that we have not yet made a decision. We seek your frank and candid assessment. We very much appreciate the time and effort involved in providing a review. [**If appropriate:** In evaluating [candidate name]’s productivity, please take into account that [his/her] tenure clock was extended by [number] years, but research productivity was not expected to increase commensurately.] If you are able to provide a letter of evaluation, would you please include a short biographical sketch about yourself, and describe any professional and personal relations you have had with the candidate.

Our reviewers would also find it valuable for you to identify the leading departments of [candidate name]’s field, and give us your candid judgment on whether [candidate name]’s scholarly [or artistic] work would meet the standards for promotion [and tenure] in those schools (assuming an opening existed and that teaching and service was acceptable).

Your letter will be treated as a confidential document to the full extent allowed by law. It will be studied closely by tenured faculty in the department and university promotion committees and officials, and it is intended to be read by no one else.

Thank you for considering this request and for your efforts to help the university make an informed decision in this important matter.