

SAMPLE COVER LETTER TO SEND TO INDEPENDENT EVALUATOR

Date

«Title» «FirstName» «LastName»
«JobTitle»
«Company»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «Title» «LastName»:

Dr. _____ is being considered for promotion to the rank of ----- in the non-tenure track (or: tenure track or promotion with tenure) at The George Washington University School of _____. Your views concerning his/her qualifications are solicited as part of the materials for review by the Appointments, Promotion and Tenure (APT) Committee. Enclosed are the candidate's curriculum vitae, copies of selected scholarly works and our APT Guidelines.

Promotion in the non-tenure accruing positions is dependent upon professional achievement in either teaching and research/scholarship or in teaching and clinical/professional service. In addition, some evidence of activity is expected in the remaining area, either service or scholarship, respectively.

We are most interested in your thorough evaluation of the candidate's research/scholarly activity. We realize for some clinical faculty that research/scholarly activity may be modest, but does this activity contribute to the field? We would also welcome any other evaluative comments based on your first hand knowledge of the candidate's clinical expertise and participation/leadership in the profession.

We very much appreciate the time you have taken from your schedule to complete this review. Please mail your evaluation to me at: PUT IN ADDRESS AND DUE DATE. If you believe you cannot evaluate the candidate, please let us know as soon as possible.

Sincerely,

NAME AND TITLE