
THE GEORGE WASHINGTON UNIVERSITY

Dear Dr. {Evaluator_LastName}:

Dr. {Candidate_LastName} is being considered for promotion to the rank of {Rank} with tenure/without tenure at the George Washington University School of Medicine and Health Sciences.

An important contribution to this review process is made by the highly qualified, external evaluators who provide independent letters of assessment of the candidate's research, scholarship, and professional/clinical service.

I am writing with the hope that you will agree to provide such an evaluation to help us better assess the strengths of Dr. {Candidate_LastName}. These letters become a part of the dossier that is reviewed by the appointments, promotions, and tenure committees of the department and school.

Independent, external reviewers must meet the following requirements:

- Must not have not served as a mentor to the candidate or a collaborator on scholarly work.
- Must not be a current or former colleague who interacted with, or continues to interact with, the candidate in a significant way.
- Currently holds an academic rank equal to, or higher, than the rank being sought by the candidate.

Sustained excellence is the standard for promotion and tenure at our institution. Specifically, promotion and tenure is reserved for those who "achieved excellence in their disciplines through their contributions to research, scholarship, or creative work in the arts (hereinafter scholarship), teaching, and engagement in service." They should also demonstrate the potential to continue to do so, so that the university may advance its mission of scholarship, higher education, and service to the community.

If you are able to provide a letter of evaluation, we will ask you to refer to this standard in your written qualitative assessment of the candidate's research, scholarship, or creative work. Please be assured that the letter you provide is considered confidential and will not be shared with the candidate unless required by a legal or administrative process.

If you are willing to write an external evaluation by DATE, please respond by filling out the enclosed/attached reviewer form and returning it to me. I will then provide you with Dr. {Candidate_LastName}'s dossier along with information about our promotion process to assist you in writing your letter.

Thank you for considering this request. If you have any questions, please do not hesitate to contact me.

Sincerely,
Chair, Department of {DeptName}