

Tenured, Tenure-earning and Non-Tenure-Earning
Assistant Professors, Associate Professors, and Associate Librarians
External Reviewer Request Templates

External reviews are required as part of the promotion and tenure process. It is the responsibility of the department chair/school director to obtain the required number of evaluations following the process described in [UCF Regulations](#). Faculty may waive their right to review letters. They will be required to indicate a preference to view or not view letters within Interfolio. If they waive their right to review external letters, they will not be able to see **any** letters submitted as part of the promotion and tenure process.

The primary role of outside reviewers is to provide an objective evaluation of the quality and impact of a candidate's scholarship. External reviewers should not have a close personal or professional relationship that would lead to an actual or perceived conflict of interest. A conflict of interest is defined as a divergence between an individual's private interest and personal interest. Therefore, reviewers should not be former advisors, close collaborators, post-doctoral supervisors, close personal friends, or others having a relationship with the candidate that could reduce objectivity. This does not exclude individuals who are familiar with the candidate because of professional contact in a community of scholars. If a conflict of interest is identified, document the conflict, and *do not upload the letter into the dossier*.

Process

The process of obtaining external reviews will begin well in advance of the dossier submission deadline. The majority of the external review letters should come from very high research activity universities.

Note: External reviewers reviewing tenured and tenure-earning faculty should hold tenure.

External reviews can be requested through Interfolio, and this is the preferred method of contact (directions below). If letters are *requested and received outside* of Interfolio, documentation of the following must be retained in the department: (1) names of

reviewers contacted, (2) reviewers' institution name, (3) how they were contacted, (4) the dates and number of times they were contacted, (5) follow-up contact dates with reviewers (if applicable), and (6) the date the letters were received.

The following information will need to be retained within the department or school regardless of contact method: (1) who the reviewer was suggested by (candidate or committee), (2) the ranked order of selected reviewers, and (3) documentation of the process of selecting an additional reviewer if an original reviewer did not participate.

Tips:

Contact potential reviewers first and obtain commitments either by phone or email and let them know to expect an Interfolio request. Interfolio automatically tracks contact names, dates, requests, and receipts at the time and after the review request is made.

Collect direct contact information (phone number and best email) from reviewers in case they need reminder notifications, or they have not responded by the end of the spring semester.

Interfolio email notifications expire 30 days after receipt. Recommend setting your calendar to re-send request at 31 days.

Download the [email](#) or [letter](#) template and make changes in highlighted sections first, then remove highlighting before sending.

INTERFOLIO EMAIL FORMATS

ORIGINAL EMAIL REQUEST

Note: Highlighted areas need personalization.

ENTER IN SUBJECT LINE: UCF External Review Request – [Faculty Name]

ENTER ALL OF THE FOLLOWING IN THE MESSAGE FIELD:

University of Central Florida

[Department/School Name]

Dear [External Reviewer Name]:

I am contacting you to request your service as an external reviewer to provide an evaluation of [Faculty Candidate Name], who is a [tenure-earning, tenured, or non-tenure-earning, clinical, research] candidate for [tenure and/or promotion to (insert rank)].

External reviewers must not be related; have an outside financial interest in or with the candidate; have a substantial publication record with the candidate such that the unique contributions of the candidate cannot be determined; have supervised the candidate's dissertation, thesis, or post-doctoral appointment. If you feel your relationship with the candidate precludes your ability to provide an objective evaluation, you should decline this request.

We would appreciate receiving your review by [date].

The primary role of an external reviewer is to provide an objective evaluation of the quality and impact of a candidate's scholarship. If you are unable to provide an evaluation and short professional description by the date indicated, please let me know as soon as possible.

Our interest is primarily in your assessment of the overall quality of this candidate's scholarly work; the quality of the venues in which the work appears; the significance of findings; the importance to and impact on the field; and the level of productivity. Please limit your review comments to the research, scholarly, and creative accomplishments presented and the potential of the candidate to continue to add to the discipline or field of study.

If applicable, we would appreciate your assessment of the competitive nature of funding from the granting agencies that have provided awards to the candidate.

To assist your evaluation, please see the following:

- University Regulation **[CHAIRS/DIRECTORS - Choose one of the following to include in email]** [3.015](#) and [3.0175](#).
- College and Department/School criteria for promotion and tenure.

Please provide us with the following:

- An assessment of the candidate's research, scholarly, and creative activities as outlined in their curriculum vitae and other supporting documents supplied herein.
- Your association, if any, with the candidate's work. This will help us to understand your perspective of the candidate.
- A short, professional synopsis of your background to provide our reviewers.

Please note: **[CHAIRS/DIRECTORS - Choose one of the following to include in email]**

The candidate has chosen to waive their right to see your review.

The candidate will be able to review your letter.

If you have any questions, please do not hesitate to contact me; my information is listed below. Again, allow me to express my appreciation for your willingness to assist us.

Respectfully,

Department Chair/Unit Head Name

Department Chair/Unit Head Contact Information

FOLLOW-UP EMAIL REQUEST

ENTER IN SUBJECT LINE: UCF External Review Request – [Faculty Name]

ENTER ALL OF THE FOLLOWING IN THE MESSAGE FIELD:

University of Central Florida

[Department/School Name]

Dear [External Reviewer Name]:

This is a friendly reminder of your commitment to acceptance to participate in the P&T external review of [Faculty Name].

Information about our process is outlined in University Regulation [CHAIRS/DIRECTORS - Choose one of the following to include in email] [3.015](#) or [3.0175](#).

Please enter your evaluation by [enter date] to keep the process on schedule.

If you are unable to participate, please let me know so we can contact another external reviewer.

Thank you again for your commitment and willingness to participate in this very important review.

Respectfully,

Department Chair/Unit Head Name
Department Chair/Unit Head Contact Information



OFFICIAL LETTER REQUEST OUTSIDE OF INTERFOLIO

Note: Highlighted areas need personalization.

[Department/School Name]

Date

External Reviewer Name

External Reviewer Institution

Institution Address

Dear External Reviewer Name:

I am writing to request your service as an external reviewer to provide an evaluation of [Faculty Candidate Name], who is a [tenure-earning, tenured, or non-tenure-earning, clinical, research] candidate for [tenure and/or promotion to (insert rank)].

External reviewers must not be related; have an outside financial interest in or with the candidate; have a substantial publication record with the candidate such that the unique contributions of the candidate cannot be determined; have not supervised the candidate's dissertation, thesis, or post-doctoral appointment. If you feel your relationship with the candidate precludes your ability to provide an objective evaluation, you should decline this request.

We would appreciate receiving your review by [date].

The primary role of an external reviewer is to provide an objective evaluation of the quality and impact of a candidate's scholarship. If you are unable to provide an evaluation and short professional description by the date indicated, please let me know as soon as possible.

Our interest is primarily in your assessment of the overall quality of this candidate's scholarly work; the quality of the venues in which the work appears; the significance of findings; the importance to and impact on the field; and the level of productivity. Please limit your review comments to the research, scholarly, and creative accomplishments presented and the potential of the candidate to continue to add to the discipline or field of study.

If applicable, we would appreciate your assessment of the competitive nature of funding from the granting agencies that have provided awards to the candidate.

To assist your evaluation, please see the following:



UNIVERSITY OF CENTRAL FLORIDA

- University Regulation **[CHAIRS/DIRECTORS - Choose one of the following to include in email]** [3.015](#) or [3.0175](#).
- College and Department/School criteria for promotion and tenure (attached).
- Selected research and creative materials (attached).
- Additional information may be included (attached if included).

Please provide the following:

- An assessment of the candidate's research, scholarly, and creative activities as outlined in their curriculum vitae and other supporting documents supplied herein.
- Your association, if any, with the candidate's work. This will help us to understand your perspective of the candidate.
- A short, professional synopsis of your background to provide our reviewers.

Please note: **[CHAIRS/DIRECTORS - Choose one of the following to include in the letter]**

The candidate has chosen to waive their right to see your review.

The candidate will be able to review your letter.

If you have any questions, please do not hesitate to contact me, my information is listed below. Again, allow me to express my appreciation for your willingness to assist us.

Respectfully,

Department Chair/Unit Head Name

Department Chair/Unit Head Contact Information