

Tenure-Track, Tenure-earning and Non-Tenure-Track  
Assistant Professors and Associate Professors  
External Reviewer Request Templates

External reviews are conducted by esteemed leaders in the discipline who possess the expertise to evaluate the candidate's achievements, future potential, and impact on the field. As part of the promotion and tenure process, these reviews are mandatory. The department chair or school director is responsible for securing the required evaluations in accordance with UCF Regulations. Faculty have the option to waive their right to review the letters and must indicate their preference within Interfolio. If they choose to waive this right, they will not have access to any external letters submitted during the promotion and tenure process.

Reviewers should not have a close personal or professional relationship with the candidate that could create an actual or perceived conflict of interest. A conflict of interest arises when an individual's private interests interfere or appear to interfere with their professional judgment. Therefore, reviewers should not be former/current: 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.

### Process

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

Note: External reviewers for tenure-track faculty should hold tenure.

All external reviews must be requested through Interfolio (see directions below).

The department or school must retain the following information:

1. The source of the reviewer recommendation (candidate or committee).
2. The ranked order of selected reviewers.
3. Documentation outlining the process for selecting an alternative reviewer if the original reviewer is unavailable or declines to participate.

## INITIAL EMAIL REQUEST MADE THROUGH INTERFOLIO

Subject: Request for External Review – Promotion & Tenure Evaluation

Dear [External Reviewer Name],

Thank you for agreeing to assist as an external reviewer for the promotion and tenure evaluation of [Faculty Candidate Name]. [Candidate's Name] is a [tenure-earning, tenured, non-tenure-earning, clinical, research] candidate for [tenure and/or promotion to (insert rank)].

As an external reviewer, your primary role is to provide an objective evaluation of the candidate's scholarly work. Reviewers must not have a close personal or professional relationship with the candidate, including:

- Being related to the candidate
- Holding a financial interest with the candidate
- Having a substantial publication record with the candidate that makes it difficult to assess their unique contributions
- Having supervised the candidate's dissertation, thesis, or postdoctoral work

If you believe that your relationship with the candidate may affect your ability to provide an unbiased assessment, or if you are unable to submit your review and professional synopsis by the specified deadline, please decline the request through Interfolio and inform me.

Your evaluation is invaluable to assessing [Faculty Candidate Name]'s overall scholarly contributions, the quality of their findings, their impact on the field, the quality of the publication venues, and their productivity. Please focus your review on their research, scholarly, and creative achievements, as well as their potential to make future contributions to the discipline.

If relevant, we would also appreciate your evaluation of the competitiveness of the funding received from the granting agencies that have supported the candidate's research.

To assist you in your evaluation, please refer to:

- University Regulations [CHAIRS/DIRECTORS – Choose one: 3.015 or 3.0175]
- College and Department/School criteria for promotion and tenure (available in Interfolio)

We kindly request the following from you:

1. An assessment of the candidate's research, scholarly, and creative activities as outlined in their curriculum vitae and supporting documents.
2. A brief professional synopsis of your background, including any association you may have had with the candidate's work, which will help our reviewers understand your perspective.

Please note: [CHAIRS/DIRECTORS – Choose one:]

- The candidate has waived their right to review your letter.
- The candidate will have access to review your letter.

If you have any questions, please don't hesitate to contact me using the information below. We truly appreciate your time and invaluable contribution to this important process.

Best regards,  
[Your Name]  
[Your Title]  
[Your Institution]  
[Your Contact Information]

## FOLLOW-UP EMAIL REQUEST

Subject Line: UCF External Review Request – [Faculty Name]

University of Central Florida  
[Department/School Name]

Dear [External Reviewer Name],

This is a friendly reminder regarding your commitment to participate as an external reviewer for the promotion and tenure evaluation of [Faculty Name].

Information about our review process is outlined in University Regulation [CHAIRS/DIRECTORS – Choose one: 3.015 or 3.0175].

Please submit your evaluation by [insert date] to ensure we stay on schedule. If you are unable to participate, kindly decline the request through Interfolio and notify me so that we can reach out to another reviewer.

Thank you again for your willingness to participate in this essential review process.

Respectfully,

[Department Chair/Unit Head Name]

[Department Chair/Unit Head Contact Information]