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 candidate for Promotion to X. This promotion does not involve the granting of tenure. To assist your evaluation, I am providing the following guidelines for your report.

- The University of Central Florida (UCF), as part of the promotion process, requires an assessment by experts in the candidate's field of study or similar field of study of their research, scholarly, and creative activities outlined in their curriculum vitae and other supporting documents supplied herein. Enclosed you will find College/Department/School/Unit criteria for promotion and UCF's promotion and tenure regulation to provide a context for your evaluation.

- The amount of teaching, research or scholarly/creative activity, and service shall be appropriate to the candidate's home unit and assigned duties. For non-tenure earning research faculty, our interest is primarily in your assessment of the overall quality of this candidate's scholarly work (including, but not limited to, publications, grants, research presentations, and awards); the level of productivity; the quality of the venues in which the work appears; the significance of findings; and the importance to and meaningful impact on a particular field of study. Please limit your review comments to the research, scholarly, and creative accomplishments presented and potential of the candidate for continued contributions to their particular field of study.

- Promotion from assistant to associate professor calls for demonstration of substantial professional accomplishments beyond the doctoral or terminal degree level of the specific discipline. Promotion to the rank of professor calls for substantial contributions of a continuing nature in each of the assigned areas beyond that expected of an associate professor. The rank of professor reflects not only an individual's contributions within the institution, but also denotes a status and level of significant achievement among one's disciplinary peers on a national or international level. [Include only the sentence(s) applicable to the rank for which the candidate is applying.]

- Please indicate your association, if any, with the candidate's work. This will help us to understand your perspective on the candidate. Additionally, please include a short, professional synopsis to provide our committees with your background and expertise.

Please note that under Florida law, only the candidate and officials of the university have the right to review your comments.

In order to facilitate this process in a timely manner, please provide the assessment by Date. If you are unable to provide an evaluation and short professional description, please contact me at your earliest convenience.

Pursuant to Florida Statute 1012.91 Personnel records - Records containing information reflecting academic evaluations of employee performance shall be open to inspection only by the employee and by officials of the university responsible for supervision of the employee.
Allow me to express my appreciation for your willingness to assist us and the academic community at large.

Respectfully,

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