

SAMPLE REQUEST FOR OUTSIDE LETTER OF EVALUATION

Date

Dear _____:

Professor [_____] is under consideration for [tenure] [promotion] in the Department [College] of/at Oregon State University (OSU). As part of our process, we will seek input from a selected group of leaders in the candidate's field, including you, to request an independent review of the candidate's overall record of scholarship and creative activity. Your frank appraisal of the significance of Professor [_____] 's scholarly contribution and the impact of this work on the field would be greatly appreciated. Your comments about his/her/their potential contribution in the future would also be valuable, as well as any additional comments you would like to make. A vita, position description, and the candidate's statement are enclosed for your consideration. Additionally, please let me know if you have any potential conflict of interest that may be a factor in this evaluation.

Tenure [and promotion] evaluations at OSU will also consider performance in teaching, advising, and other assigned duties. I invite your evaluations of Professor [_____] 's performance in these areas if you have knowledge of them. [To evaluators at universities]: It would also be helpful to us if you could assess the likelihood that Professor [_____] would be evaluated favorably for promotion [tenure] at your university. *[This sentence is optional.]*

The COVID-19 pandemic has taken a serious toll on faculty productivity especially research, scholarship and creative work, as well as their teaching, mentoring and service. Research on a national level suggests that faculty of color and women faculty may be disproportionately affected. We ask that you consider this candidate's professional accomplishments in the context of the disruptive and prolonged COVID-19 pandemic and the circumstances under which faculty have been operating since March of 2020.

OSU has provided [COVID-19 accommodation for academic faculty](#) including (a) COVID-19 tenure clock extension to all tenure-track faculty upon request; (b) the inclusion of a COVID-19 impact statement in the dossier at the faculty member's discretion; and (c) optional inclusion of Student Evaluation of Teaching scores in promotion and tenure dossiers for courses taught in Spring 2020 through Spring 2021. Evaluators and reviewers should assess the candidate's accomplishments and productivity and provide an evaluation of the merits of the dossier without prejudice related to COVID-19 tenure clock extensions and without prejudice related to the candidate's decision about reporting or not reporting student feedback for the Spring 2020 to Spring 2021 terms. Reviewers should also be mindful of impacts that may have been noted in the COVID-19 impact statements.

[If the faculty member being reviewed has had a tenure clock extension, you must include the following paragraph]:

Professor [_____] received approval for a tenure clock extension of [] year[s] in accordance with OSU policy. Therefore, it is important that you evaluate the dossier without prejudice, as if Professor [_____] had been on probationary status the standard five years.

Professor [_____] as waived his/her/their right to access letters of evaluation solicited during the promotion and tenure review process and your letter will therefore be held in confidence unless mandated otherwise in legal proceedings.

-or-

Under Oregon law, Professor [_____] as a right to review all of his/her/their promotion file, should he/she/they request it. I wish to emphasize that it is important that your letter provide an objective and candid assessment of his/her/their work.

I would be especially grateful if you were able to provide us with the evaluation by [date]. Your contribution to this important process is truly appreciated.

Sincerely,

Signature