

**Template letter with instructions for external review (tenure, tenure and promotion, promotion to full)**

(can go with or before materials, which may have COVID impact statement)

Dear (Name):

Thank you for agreeing to serve as an evaluator of (name of faculty member's) scholarly achievements for (tenure, tenure and promotion, promotion to full professor). This evaluation is considered part of the normal review process and as such will be shared with the members of the department, the college tenure and promotion committee, the dean, and the provost. It is Lehigh University's general policy to maintain the confidentiality of evaluations of tenure and promotion candidates, except of course when disclosure is mandated by applicable legal requirements.

For your convenience, I have enclosed (name's) recent scholarly materials, a copy of (his/her/their) CV, and a copy of the College of (AS, Bus, Ed, Engr, Health—select one) tenure and promotion guidelines. In your evaluation, we ask that you provide an assessment of (name's) overall professional standing and promise relative to other individuals in the field. We request your evaluation of the impact and significance of (his/her/their) scholarship to date, as well as an assessment of (his/her/their) promise of continued contributions of the highest quality and productivity. Please send your evaluation to me electronically as an attachment to an email by (date).

[this paragraph only for tenure cases]

At Lehigh, the regular period prior to tenure review is five years. Some faculty members receive tenure clock extensions for up to a maximum of two additional years, or potentially longer in the case of extensions due to COVID-19. According to Lehigh's policy, tenure candidates who receive extensions must be evaluated with the same tenure criteria as candidates who do not receive extensions.

Please note that Lehigh University's [Rules and Procedures of the Faculty](#) state explicitly that “[i]nformal or other communications with external evaluators by other means with the intention of predetermining or influencing the content of the reviews are entirely inappropriate.” Because this applies to the candidate and all Lehigh University administrators and faculty members participating in the internal review, please allow me to be your sole point of contact on this matter. Please let me know if you have already had any communications with either the candidate or any other individual from Lehigh University about this tenure or promotion case.

If you do have any questions, please feel free to contact me at the phone number or e-mail address above. Thank you in advance for your assistance.