

External Review Letter for Tenure-earning and Tenured Faculty

External review letters 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 Regulation 3.015](#). The process of obtaining external letters should begin well in advance of the dossier submission deadline.

If a unit is unable to obtain the required four external letters, efforts to acquire these letters must be documented including the individuals who were contacted, how they were contacted, and the dates and number of times they were contacted.

External letters must be submitted on institutional letterhead and be signed. All solicited and received letters must be included in the dossier.

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.

Department and Schools are required to keep track of external reviewer selections. This includes the eight reviewer names, reviewers' institution name, who the reviewer was suggested by (candidate or committee), the ranked order of selected reviewers, date the reviewer is initially contacted, follow-up contact dates (if applicable), and the date the letters are received.



UNIVERSITY OF CENTRAL FLORIDA

[Department/School Name]

External Review Letter - Tenure-earning and Tenured Faculty

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 candidate for [tenure and/or promotion to (insert rank)].

The primary role of an outside reviewer 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. If you feel your relationship with the candidate precludes your ability to provide an objective evaluation, you should decline this request. I would appreciate receiving your review by [date]. If you are unable to provide an evaluation and short professional description by the date indicated, please let me know as soon as possible.

To assist your evaluation, I am providing the following guidelines for your review.

- Please indicate your association, if any, with the candidate's work. This will help us to understand your perspective of the candidate. Additionally, include a short, professional synopsis to provide our reviewers with your background.
- UCF's promotion and tenure process requires that expert reviewers from outside the university to assess each candidate's research, scholarly, and creative activities as outlined in their curriculum vitae and other supporting documents supplied herein. Enclosed you will find [College/Department/School] criteria for promotion and tenure as well as the University of Central Florida promotion and tenure guidelines to provide a context for your evaluation.
- 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.

Please note that under Florida law the candidate has the right to review your comments.

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,

February 2022



UNIVERSITY OF
CENTRAL FLORIDA

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