SAMPLE FOR INITIAL REQUEST

Date

[Name/Address]

Dear [Name):

[Faculty name], [Title] in the [name of Dept] Department in the [College/School] at Loyola Marymount University (LMU), is applying for [specify tenure and/or promotion] to [rank] professor in fall [year]. As Chair of the Department, I am facilitating the process of external review for Professor [Name]’s application. S/he has nominated you as a potential external reviewer who would be able to provide a fair, objective, and independent assessment of the quality and significance of Professor [Name]’s scholarly/creative work.

The external review process at LMU involves a written evaluation of the quality and significance of a selection of Professor [Name]’s scholarly/creative work in the context of his/her discipline or field. In your written materials, we also request that you include a statement describing your relationship, if any, with Professor [Name]. We ask that you refrain from mentioning that the candidate has or has not met the requirements for promotion and/or tenure at either LMU or at your current institution. We seek assessment of the quality and contributions of Professor [Name]’s scholarly [or professional/creative] work.

If you are willing to serve as a reviewer, I will send you a sample of his/her scholarship/creative works, curriculum vitae, and other relevant information about LMU by [date]. The review must be completed and your letter received by me by September 30, 2015.

I hope you will be able to assist us with this important professional endeavor as part of Professor [Name]’s application. Thank you very much for considering this request and I look forward to hearing from you by letter, phone [number] or email [email address] by [date].

Sincerely,