*LETTER TO COLLABORATOR REQUESTING CONTEXTUAL INFORMATION*

**Date**

Professor **First name Last name**

Department of **Dept Name**

**XXX** Street

**XXX City State**

Dear **Professor XXX**,

The **Department/School of XXX** at The Ohio State University is considering **Professor XXX** for promotion to the rank of **Associate Professor with Tenure/Full Professor**. You have collaborated with **Professor XXX** in **{describe collaboration}**.

We request that you comment on the specific contributions made by **Professor XXX** to this collaborative work, including to the writing of the published materials. Please note that we are not asking you to evaluate this or any other research conducted by **Professor XXX**, nor should you comment on whether **Professor XXX** should or should not be promoted. We are seeking broader evaluations of **Professor XXX’s** work from individuals who have not been collaborators.

Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to lawful requests to the university for viewing and/or copies. While we cannot promise confidentiality, these documents are rarely requested. In the unlikely event that anyone requests access to your letter, we will be required to comply with that request.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to provide the requested information, or if you have any questions about this process, please contact me at **[phone number/email]** immediately. As this is a time-sensitive process, I would appreciate receiving your response by **[date]**.

Sincerely,

**First name Last name**

**Chair, Department of XXX**