*LETTER FOR FACULTY MEMBER BEING PROMOTED TO FULL PROFESSOR WITH SIGNIFICANT RECORD OF SERVICE AND/OR TEACHING*

**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 Full Professor. I am writing to ask if you would be willing to help in the process.

**Professor XXX’s** performance in teaching, scholarship, and service will be evaluated at the department, college and university levels to determine whether promotion will be granted. As part of this comprehensive review process, we typically ask external colleagues such as yourself to focus their comments on the research records of our faculty. In **Professor X’s** case, we are asking that you consider that research record in the context of **his/her** significant commitments to service and teaching and also comment on the importance and impact of those activities from your perspective. This request is in line with a provision in the Ohio State College of Arts & Sciences Appointments, Promotion and Tenure document, which states that “where a candidate has made truly extraordinary contributions in the areas of teaching or service, that record may warrant promotion in combination with a less extensive, though excellent record of continued productivity in scholarship and/or creative activity.” In light of this provision, I write to ask if you could provide a critical and holistic assessment of **Professor XXX’s** contributions to all three areas of teaching, research, and service **(particularly in view of contributions to XXX)** completed since **his/her** most recent promotion in Spring, **20XX**, as represented in the documents we will send you and as seen on **his/her** CV.

Should you agree to help us, we will send you a selection of **Professor XXX’s** scholarship along with publications and documents that represent **his/her** contributions in teaching and service.[[1]](#footnote-1) We will ask you to comment, from the perspective of your scholarly and professional expertise, on the significance of **his/her** overall contributions in research, teaching and service, as well as on the particulars of those contributions, and to compare **his/her** record in all areas with that of other individuals in this set of fields at roughly the same stage of career development.  We ask that you not comment on whether **Professor XXX** should be promoted at Ohio State or would be promoted at your institution, as we must make that assessment based **Professor XXX’s** total record and according to our own criteria and standards.

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 evaluate this candidate 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**

1. If for promotion to full professor, add “since his/her last promotion,” unless there is a unit-specific reason to include more documents [↑](#footnote-ref-1)