

Letter to Outside Evaluators

September 7, 2017

Dear [Outside Evaluator]:

Thank you very much for agreeing to provide the Committee on Tenure and Promotion with an assessment of the work submitted by [candidate]. The Committee will be considering [candidate] for [tenure and promotion to associate professor / promotion to full professor]. The members of the Committee would be grateful for your frank assessment of [her/his] scholarly and/or artistic achievement and promise. We have found that the evaluations that are most helpful to us are those that comment on the substance of the dossier in some detail and that place the contributions of the candidate in a larger context. The following questions provide guidelines in evaluating [her/his] scholarly and/or artistic work, as reflected in the enclosed materials or from your personal knowledge.

- Do you know this candidate, and, if so, for how long and in what capacity?
- How does the research rank in quality in comparison to that of others in [candidate's] field at similar stages in their careers?
- What are some of its specific strengths and weaknesses?
- How would you assess its originality, methodological soundness, reliability, and significance to [her/his] field?
- Are you familiar with the journals/publishers/artistic venues in which [candidate's] work appears or has been exhibited or performed? If so, how would you assess their quality?
- Do you see in [candidate's] work evidence of scholarly and/or artistic growth and promise since receipt of the terminal degree, as appropriate to the candidate's field?
- Would you please comment on how collaborative work is viewed in this field? If you have any knowledge of [candidate's] contribution to jointly authored works, please provide your assessment of [her/his] contributions in those works.

If this candidate's scholarship includes work produced through and/or published in emerging media, or exploring new scholarly methodologies in the field, the college invites external evaluators to consult any guidelines for evaluating such scholarship that may have been developed by the discipline's primary scholarly association or learned society. Please refer explicitly to such guidelines, if they are available, and to discuss the candidate's work in emerging areas in light of them.

The Committee welcomes any additional comments you may wish to make on [candidate's] professional achievements. I would like to add that, in reaching its decision, the Committee considers a number of factors in addition to scholarship, including achievement in teaching and service to the college, which we are not asking you to evaluate.

The Department must make its formal recommendation on the question of [tenure and promotion to associate professor / promotion to full professor] for [candidate] by December 8, 2017. Therefore, we would appreciate **receiving your comments by November 1** so that the Department can consider them in making its recommendation.

Our *Policy of Appointment, Reappointment, Promotion and Tenure at Smith College* requires that the candidate and the Department be apprised of the names of the outside evaluators, and further stipulates that your letter will remain confidential with the members of the Department eligible to vote on this candidate and with the Committee on Tenure and Promotion. The Committee would find it helpful if you would send us a copy of your own curriculum vitae.

My colleagues on the Committee and I appreciate your willingness to help us with our consideration of [candidate] for [tenure and promotion to associate professor / promotion to full professor].

Sincerely,

Kathleen McCartney
President
Chair, Committee on Tenure and Promotion

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