**SAMPLE LETTER TO AN EXTERNAL EVALUATOR FOR CLINICAL/TEACHING/PRACTICE FACULTY**

*The format of the sample letter is not required, merely suggested. Modifications may be needed to reflect variations across the university based on the type of scholarly activity and area of excellence being emphasized for promotion.*

*If a unit wishes to use a different format or to seek different information, it should fully consider both how evaluators are likely to respond to such a request, given the time provided to respond and the Public Records Act, and how much information the evaluator has on which to base the requested assessment. Each department has slightly varying criteria for clinical appointments. You will need to determine the criteria that you wish evaluated. You may wish to have external reviewers review a teaching portfolio, clinical practice outcomes, community change, professional engagement outcomes and so forth.*

The **Department/School of [NAME]** at The Ohio State University is considering **Dr./Professor [NAME]** for promotion to the rank of **Associate Professor/Professor of Clinical/Teaching/Professional Practice**. **Professor [NAME]’s** performance in teaching, scholarship, and service will be evaluated at the campus, department, college, and university levels to determine whether promotion will be granted. I am asking you to focus your comments only on **Dr./Professor [NAME]’s** **scholarship/teaching/professional** outcomes record *(this must reflect what the reviewer is being asked to evaluate)*.

Enclosed you will find a copy of our unit’s criteria for promotion as well as a copy of **Dr./Professor [NAME]’s** **curriculum vitae [or dossier]** and copies of the following papers: *(If the focus of the review is not research, list what materials are being shared in addition to the curriculum vitae or dossier.)*

Would you please comment in some detail on the quality and significance of the overall **scholarly/teaching/engagement** record, including its distinctive contributions to and impact on the field, both current and prospective? We are also interested in your opinion of **Dr./Professor** **[NAME]’s** national or international reputation in the field and of how their achievements compare to that of others who are at a similar stage in their careers. As a **clinical/teaching/professional practice** professor at Ohio State,the primary assignment of **Dr./Professor [NAME]** is **to provide high-quality undergraduate instruction and serve the academic needs of their communities.** *(To help reviewers understand the faculty member’s role, we strongly encourage inclusion of a description of the faculty member’s primary assignment.)*

Please do not comment on whether **Dr./Professor [NAME]** should be promoted at Ohio State or would or would not be promoted at your institution. We must make this assessment based on the total record and according to our own criteria and standards.

*Inclusion of the following language is strongly encouraged.*

At Ohio State, the criteria for promotion are the same for all faculty regardless of length of service, and time in rank is not relevant when evaluating candidates for promotion.

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Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to requests to the university for viewing and/or copies. We offer candidates the opportunity to make comments throughout the review period. Candidates may choose to review their records, including external evaluations, at that time. We will provide redacted letters, but please note that the candidate may request the original letter with signature.

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 address]** immediately. As this is a time-sensitive process, I would appreciate receiving your response by **[DATE]**.