**Sample Call Letter**

Dear Professor XXX:

Thank you for agreeing to evaluate the work and record of XXX, who is being reviewed for promotion to Associate Professor with tenure in the Department of XXX. The Committee on Promotion and Tenure in the School of XXX depends very much on the assessments by outside experts, such as yourself, who have widely acknowledged expertise in the candidate's area of endeavor or who are otherwise in a position to render a knowledgeable and objective judgment. We are very grateful for the time and thought that you will give toward this evaluation.

Candidates for Associate Professor and tenure at Tulane are expected to have attained a high level of scholarly or creative accomplishment as judged by commonly accepted standards for tenure in his or her field. Teaching excellence and service to the field and the university are also important considerations.

We ask that you evaluate whether Prof. XXX has met these criteria, by assessing:

- the caliber and significance of her work

- whether she has a sustained record of active and ongoing scholarly or creative production, with the work presented in high-quality venues

- the level of her visibility and leadership in her field

- how Prof. XXX compares in standing with other colleagues in the field at a similar stage of career.

You are also invited, if you like, to judge whether Prof. XXX’s scholarly/creative record would earn her promotion at your own institution. Finally, please describe your relationship with Prof. XXX.

Your response and evaluation will be held in strict confidence among the members of the Committee on Promotion and Tenure of the School of XXX, the Dean of the School of XXX, and the Provost of the University. Prof. XXX will not see your letter under any circumstance.

It would be most helpful if we could have your letter back to us by **XXX,** to allow us to meet university deadlines. Please also send along a copy of your own CV.

If you have any questions, please contact the committee’s administrative liaison, XXX, at (504) XXX-XXXX or XXX@tulane.edu.

Yours sincerely,

XXX