

Thank you for agreeing to review the research record of [name of candidate], who is a candidate for promotion to [associate/full professor of instruction] in the Department of [department name], here at the University of South Alabama. We are grateful for your candid assessment of their [scholarly and/or creative] contributions and/or scholarship in teaching and learning. Our institution's criteria for [associate/full] professor of instruction include evidence of continuing professional development, discipline-specific scholarship or creative activities, and/or scholarship of teaching and learning. Because instructional ranks are somewhat different from traditional tenure-track appointments, I have included promotion criteria as they appear in our Faculty Handbook for reference.

As you can see from the enclosed promotion criteria, promotion to [associate/full] professor of instruction requires excellence in classroom teaching and service for advancement. However, our evaluation of those areas is being carried out separately. As such, we are asking you only for your input regarding evidence of continuing professional development, discipline-specific scholarship or creative activities, or scholarship of teaching and learning. In reviewing the enclosed materials, we would greatly appreciate your assessment of both quantity and quality of scholarship. We would further appreciate your evaluation of the candidate's contribution to the field.

I would be grateful if you would respond by November 1, 20[xx]. In accordance with the policies of the University of South Alabama, at the conclusion of our review process, [candidate's name] may be given your name as an external reviewer, but not your comments.

If you have any questions regarding [name of candidate]'s materials or experience, please contact me directly. In accordance with our policy, I ask that you not communicate with the candidate regarding your review.