*LETTER TO AN INTERNAL COLLABORATOR REQUESTING CONTEXTUAL INFORMATION*

**Date**

Professor **First name Last name**

Department of **Dept Name**

**XXX** Street

**XXX City State**

Dear **Professor XXX**,

The **Department/School of XXX** in the College of Arts and Sciences is considering **Professor XXX** for promotion to the rank of **Associate Professor with Tenure/Full Professor**. **Professor XXX** has indicated that you have collaborated with **her/him** in **{describe collaboration}** and are in a position to comment on the quality and impact of **his/her** teaching, scholarship, or service. We request that you comment on the specific contributions made by **Professor XXX** to this collaborative work, including to the writing of published materials (as appropriate).

We would appreciate receiving your comments, in the form of a signed letter on institutional letterhead, no later than**{date}**. The letter should be addressed to meand can be sent as a signed PDF email attachment to **{email address}**.

All written comments are included in the dossier and reviewed by the eligible voting faculty and all other recommending bodies at the college and university level. They are extremely helpful in understanding the impact of a faculty member’s activities. Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters from peers and collaborators,, are public records and may be viewed by the candidate.

Thank you for your time and effort in responding to this request. Please contact me at **{email address}** or **{telephone}** if you require more information.

Sincerely,

**First name Last name**

**Chair, Department of XXX**