*LETTER FOR FACULTY MEMBER BEING PROMOTED INTERNALLY*

**Date**

Professor **First name Last name**

Department of **Dept Name**

**XXX** Street

**XXX City State**

Dear **Professor XXX**,

The **Department/School of XXX** at The Ohio State University is considering **Professor XXX** for promotion to the rank of **Associate Professor with** Tenure/Full Professor. **Professor XXX’s** performance in teaching, scholarship, and service will be evaluated at the department, college and University levels to determine whether promotion **[and tenure]** will be granted. I am asking you to focus your comments only on **Professor X’s** research record.

Should you agree to help us, we will send you **Professor XXX’s** CV and a set of publications that represent **his/her** contributions.[[1]](#footnote-1) I would appreciate it if you can comment on the quality and significance of the overall research program, including its distinctive contributions to and impact on the field, both current and prospective. We also interested in your opinion of Professor **XXX**’s national or international reputation in the field and of how his/her achievements compare to that of others who are at a similar stage in their careers. We ask that you not comment on whether **Professor XXX** should be promoted at Ohio State or would be promoted at your institution, as we must make that assessment based **Professor XXX’s** total record and according to our own criteria and standards.

Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to lawful requests to the university for viewing and/or copies. While we cannot promise confidentiality, these documents are rarely requested. In the unlikely event that anyone requests access to your letter, we will be required to comply with that request.

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

Sincerely,

**First name Last name**

**Chair, Department of XXX**

1. If for promotion to full professor, add “since his/her last promotion,” unless there is a unit-specific reason to include more documents [↑](#footnote-ref-1)