## SAMPLE TENURE REVIEW LETTER

<<Date>>

«FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State» «Postal Code»

«Country»

Dear Professor «LastName»,

[If initial inquiry was sent: “Thank you for your response. As you know,”] We write to ask for your advice as we consider Professor [NAME] for promotion to tenure in the field of [FIELD] in the Department of [DEPARTMENT NAME] at Harvard University. We would greatly appreciate your assessment of Professor [NAME]’s contributions and your recommendation as to whether or not Professor [NAME] should receive a tenured appointment at Harvard. If you have personal or professional connections with Professor [NAME], please note these in your response.

Our foremost criteria for tenure are: scholarly achievement and impact on the field, evidence of intellectual leadership and creative accomplishment, potential for future accomplishments, teaching and advising effectiveness in a variety of settings with both undergraduate and graduate students, and contributions to the University and the broader scholarly community. We seek to tenure faculty who are setting the agenda in their field, who are emerging as among the most influential figures in that field, and who have the commitment and capacity to remain at the forefront of their field.

As you may know, Harvard has a system in which all tenured faculty hold the rank of professor. In your response, we ask that you focus on the important question of tenure, given the criteria above, and not professorial rank.

Based on our tenure criteria, we ask that you compare Professor [NAME] with the other scholars included on the list below. Because we are interested in Professor [NAME]’s current impact on the field, as well as Professor [NAME]’s future trajectory, we have listed scholars in a range of career stages, from recently tenured to some of the most influential figures in the field. We ask that you keep the career stage of each scholar in mind as you undertake these comparisons. To aid your evaluation, we have enclosed a copy of Professor [NAME]’s *curriculum vitae*, teaching/advising statement, research statement, statement on overlap and joint authorship in publications, website link, [FOR BOOK FIELDS OR ART-MAKING FIELDS, INSERT “reviews,”] and a sampling of Professor [NAME]’s work.

Since this is a tenure review of an internal candidate, none of the other scholars listed below are under consideration for this position. These individuals are not aware that we have included their names in this review process: for that reason, we ask that you keep this letter confidential. If you have affiliations with any of these other scholars, please note these in your response. If we have overlooked any leading scholar(s) who should be included, please add them to your comparison. We would also welcome comparisons with any emerging scholars who work in this field.

[Please list scholars in alphabetical order below.]

* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME OF CANDIDATE FOR PROMOTION], [TITLE/CURRENT RANK], Harvard University, [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]
* [NAME], [TITLE/CURRENT RANK], [HOME INSTITUTION], [DOCTORATE YEAR AND INSTITUTION], [WEBSITE LINK]

[INSERT AS NEEDED: “With regard to the timing of this promotion review, please note that, with the significant disruptions to professional life resulting from the COVID-19 crisis, the FAS instituted in Spring 2020 a policy of extensions. Therefore Professor [NAME]’s clock was extended for [CHOOSE ONE: one year/six months] by Harvard.”]

We will make every effort possible to keep your response confidential. We will make it available only to the senior members of the Department of [DEPARTMENT NAME] and others directly involved in the formal review process.

[If no initial inquiry was sent: “Please let us know by email ([EMAIL ADDRESS]) if you will be able to assist us in the evaluation process. If so,”] It would be most helpful to receive your letter by [DATE].

 Thank you very much for your help.

Sincerely,

Chair, Department of [DEPARTMENT NAME]