**LL. SAMP****LE SOLICITATION LETTER (TENURE REVIEWS) TO COLLABORATOR/MENTOR OR “INTERNAL EXTERNAL” LETTER WRITERS**

[REMOVE FROM FINAL LETTER: Template Version: 7/1/23]

<<Date>>

«FirstName» «LastName»

«Title»

«Address»

«University»

«City», «State» «Postal Code»

«Country»

Dear Professor «LastName»,

[If an 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 tenured professor in the field of [FIELD] in the Department of [DEPARTMENT NAME] at the Faculty of Arts and Sciences (FAS), Harvard University. We would greatly appreciate your candid assessment of Professor [NAME]’s contributions and your recommendation as to whether or not Professor [NAME] should receive a tenured appointment at Harvard.

[FOR COLLABORATORS OR MENTORS: “Harvard’s review process includes soliciting evaluations from “arm’s length” external experts, but we also want to capture the insights of colleagues who have worked more closely with the faculty member. We appreciate your perspective on Professor [NAME].”] [IN ADDITION, INSERT FOR COLLABORATORS: “As you are a collaborator with Professor [NAME], we are especially interested in hearing about their contributions to your shared work.”] [INSERT AS APPROPRIATE, IF THE CANDIDATE IS INTERDISCIPLINARY: “We also recognize that Professor [NAME]’s work is interdisciplinary; if you wish, you may primarily comment on those aspects of their work most relevant to your expertise.”]

OR:

[FOR “INTERNAL EXTERNAL” LETTER WRITERS: “Harvard’s review process includes soliciting evaluations from “arm’s length” experts who are external to Harvard, but we also want to capture the insights of colleagues from other Harvard departments, centers, or Harvard Schools who have relevant expertise. We appreciate your perspective on Professor [NAME].”] INSERT AS APPROPRIATE, IF THE CANDIDATE IS INTERDISCIPLINARY: “We also recognize that Professor [NAME]’s work is interdisciplinary; if you wish, you may primarily comment on those aspects of their work most relevant to your expertise.”]

Our criteria for tenure are: “demonstrated excellence in research, teaching, advising, mentoring, and service/citizenship and…the capacity to make significant and lasting contributions to the department(s) proposing the appointment. Candidates for this position should evince scholarly achievement and impact on the field, intellectual leadership and creative accomplishment, teaching, advising, and mentoring effectiveness in a variety of settings with both undergraduate and graduate students (and, as appropriate, researchers), contributions to the University community and broader scholarly community, and potential for future accomplishments in all these realms.” 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.

[FOR ANY LETTER WRITERS WHO ARE AT HARVARD, INSERT: “As you know,”] At Harvard, tenure is granted only at the rank of full professor. Harvard does not have a set number of scholarly publications that must be completed to qualify for tenure. In your response, please focus on whether Professor [NAME] meets the tenure criteria above, rather than on any question of rank.

As context for your assessment of Professor [NAME], please describe how you know Professor [NAME] and in what ways you have been professionally connected. (If you have personal connections with Professor [NAME], please also note these in your response.) In addition, if you previously wrote an evaluative letter for Professor [NAME]’s review for promotion to associate professor, please note that in your letter.

External evaluators often find it difficult to comment on a colleague’s teaching, advising, mentoring, or citizenship. If this is the case regarding Professor [NAME], please feel free to not comment on these matters. The FAS is able to assess Professor [NAME]’s performance in these areas internally.

To aid your evaluations, we have enclosed a copy of Professor [NAME]’s *curriculum vitae*, teaching/advising/mentoring statement, research statement, service/citizenship 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.

[INSERT AS NEEDED: “With regard to the timing of this promotion review, please note that the FAS grants appointment extensions and teaching relief to tenure-track faculty, in keeping with its policies related to the COVID-19 pandemic, medical leave, and parental leave. Accordingly, the FAS gave Professor (NAME) (INSERT “one,” “two,” etc.) (INSERT “one-year” or the number of months) appointment extension(s) (INSERT AS NEEDED: and (INSERT NUMBER) term(s) of teaching relief).”]

Evaluators should assess Professor [NAME]’s aggregated scholarship, teaching, advising, mentoring, and service/citizenship without any penalty for having received (CHOOSE ONE: an appointment extension/appointment extensions) (INSERT AS NEEDED: and teaching relief). Professor [NAME] should be evaluated as if they had had the ordinary seven years from their initial appointment date to work towards tenure. (INSERT AS NEEDED: Similarly, regarding teaching relief, Professor (NAME) should be evaluated as if they had taught the course for which they received relief.) Clock extensions [INSERT AS NEEDED: and teaching relief] related to the pandemic, medical leave, or parental leave should not be counted against candidates in any way.”]

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]