

For all personnel actions in eRPT requiring or using external reviews. Note that this will be a system-generated e-mail containing only the basic invitation and link and instructions for logging in, not guidance on how the review is to be done. When the reviewers log in, they will receive the additional guidance as well as license language.

This template is a guide. You may customize it, but (1) you must cover the main points expressed in this template, (2) you may not deviate from the standards specified in the contract, and (3) you must include the section on confidentiality and the candidate's waiver/non-waiver of access rights.

Prof. [name]
[Title]
[Department name]
[University]
[City, State, Country (if applicable)]
via e-mail: [e-mail address]

Subject: Request for Service as an External Reviewer

Dear Professor [name]:

I am writing on behalf of the Department of [name] in the [College/School] of [name] to ask whether you could assist us in the evaluation of [name of faculty candidate], who is being considered for [14 options: tenure at the rank of associate professor; tenure at the rank of professor; promotion to the rank of associate professor with tenure; promotion to the rank of professor with tenure; promotion to the rank of associate professor; promotion to the rank of professor; promotion to the rank of extension associate professor; promotion to the rank of extension professor; promotion to the rank of research associate professor; promotion to the rank of research professor; promotion to the rank of clinical associate professor; promotion to the rank of clinical professor; promotion to the rank of senior lecturer; promotion to the rank of senior lecturer 2]. My colleagues and I recognize that this request adds to what is no doubt a considerable workload and appreciate your willingness to consider it. We are eager to continue building a campus that is widely recognized for the highest quality research, teaching and service, and we depend on knowledgeable experts to help us understand the contributions of our candidates.

On the UMass Amherst campus, we have implemented an online system for the review of reappointment, promotion, and tenure applications, and we prefer that you review and respond to the candidate's materials by logging into our system. However, we can accommodate more traditional methods of providing you candidate materials and receiving your review. When you log in, you will see guidance on the kind of assessment we are seeking, the university criteria for the proposed personnel action, and the candidate's materials, including the CV, personal statement, and evidence of scholarly, creative, and other achievements. In this case, the candidate [has not / has] waived rights of access to the review you would submit. Therefore, your review [will / will not] be released to the candidate and any quotations from your review [may / will not] be attributed to you in the internal review process.

If you are able to accept this invitation, please use the following information to log into our system.

[insert login instructions and link]

If you are unable to accept this invitation, please reply to this e-mail to let me know that you are unavailable.

Again, I respect the fact that this request imposes on your time. It is an essential part of the review process, as you know of course, and we do depend on our colleagues to help us make wise decisions.

Sincerely,

[Name of Department Head/Chair]

[Title]