

**SOLICITATION LETTER TEMPLATE**

***At a minimum, the following language is required:***

[Date]

[Name]

[Title]

[Department]

[Institution]

[Street Address]

[City, State, Zip]

Dear Professor/Dr. [Name]:

The [Unit(s)] at Texas A&M University [is/are] considering [Professor/Dr.] \_\_\_\_\_ for promotion from the rank of [specify rank; specify with/without tenure] to the rank of [specify rank; specify with/without tenure]. Faculty at Texas A&M University are tenured and/or promoted on the basis of contributions in three areas: research, scholarly and creative contributions; teaching effectiveness; and service. Recognition of the quality of the candidate's scholarly work by their peers is a significant factor in the review process. We are contacting you because of your area of expertise and we value your candid assessment of [Professor/Dr.] \_\_\_\_\_ scholarly accomplishments and future promise, including both areas of particular strength and areas needing improvement. Your scholarly and professional judgment will play an important part in our evaluation of [Professor/Dr.] \_\_\_\_\_ for tenure and/or promotion [specify if it is tenure only, tenure and promotion or promotion only].

[ONLY FOR TENURE TRACK FACULTY SEEKING TENURE]: We wish to note that at Texas A&M University the criteria for the granting of tenure are the same regardless of the length of a candidate's service as an untenured faculty member.

**[For candidates with interdisciplinary appointments, include this paragraph:**

**[Candidate Name] is engaged in research that is interdisciplinary in nature. [He/she holds a joint appointment in the departments of [discipline] and [discipline].] We invite your consideration of the interdisciplinary nature of [Professor/Dr.] \_\_\_\_\_ work in your review of her/his scholarly contributions.]**

Based on the enclosed materials and any other knowledge you have of her/his work or professional accomplishments, we would like your candid evaluation of [Professor/Dr.] \_\_\_\_\_'s written and scholarly contributions in relation to others of comparable experience in their field. In particular, we would appreciate your comments on the following issues:

1. How well and in which capacity do you know [Professor/Dr.] \_\_\_\_\_?
2. What is your critical assessment (both strengths and areas needing improvement) of the originality, quality, and impact of [Professor/Dr.] \_\_\_\_\_'s scholarship? To facilitate your evaluation of the work in detail, I am enclosing some of [Professor/Dr.] \_\_\_\_\_'s scholarly work as well as a CV and personal statement.
3. Which, if any, of [Professor/Dr.] \_\_\_\_\_'s scholarly publications or works do you consider to be outstanding?

4. Please describe the impact the candidate's scholarly contributions has had and/or is likely to have on the discipline.
5. What is your assessment of [Professor/Dr.] \_\_\_\_\_'s trajectory? Is this faculty member likely to become one of the leading figures in the discipline?
6. What is your overall assessment of [Professor/Dr.] \_\_\_\_\_'s standing in relation to others in their peer group who are working in the same field?
7. Do you have any other comments that would be relevant to our deliberations, including observations about [Professor/Dr.] \_\_\_\_\_'s teaching and/or mentorship, leadership, or service?

***[The following paragraph (word-for-word) must be included in ALL letters soliciting an evaluation of the candidate.]***

**Under Texas A&M University policy, your letter will become part of the official promotion packet for [Professor/Dr.]. Please note that your review will be kept confidential; however, Texas is an open records state and your review could be requested and relinquished.**

It would be most helpful to receive your response by \_\_\_\_\_. I would also appreciate it if you would provide us with a short biosketch and current research interests.

We sincerely appreciate the time and effort such evaluation letters take, and thank you in advance for your important contribution to our program at Texas A&M University. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

Enclosures