

APPENDIX D: SAMPLE LETTER TO OUTSIDE EVALUATORS

Dear Evaluator,

(Name of Candidate) is being considered for [examples: continuing status and promotion to associate rank; promotion to full rank] within [unit name, and] Cooperative Extension, College of Agriculture and Life Sciences at the University of Arizona. We customarily write to a selected group of colleagues in the candidate's field asking for an independent evaluation of the candidate's record of program excellence & scholarship.

Since you are recognized as a leading scholar in [name of candidate]'s field, we would appreciate your assistance in assessing his/her record by providing us with a letter of evaluation. The University of Arizona values an inclusive view of scholarship in the recognition that knowledge is acquired and advanced through discovery, integration, application, and teaching. Given this perspective, promotion and continuing status reviews, as detailed in the criteria of individual departments and colleges, will recognize original research contributions in peer-reviewed publications as well as integrative and applied forms of scholarship that involve cross-cutting collaborations with business and community partners, including translational research, commercialization activities, and patents.

We have enclosed the following materials to help you in evaluating [name of candidate]'s record: (1) a curriculum vitae; (2) a summary of his/her job description(s) and workload assignment; (3) a statement in which he/she explains his/her scholarly and professional accomplishments, the goals which have guided them, and his/her future programming agenda; (4) copies of University of Arizona departmental and college continuing status and promotion criteria; and (5) a representative set of creative and scholarly works. If you would like to review additional materials, we would be happy to send them.

In your evaluation, we would appreciate your responses to the following points while fully considering the specific assignments found in the candidate's position description(s) and the promotion criteria for their rank:

* Do you know the candidate personally? If so, how long and in what capacity have you known the candidate? Do you have any potential conflict of interest that may be a factor in this evaluation?

1. * Evaluate the candidate's effectiveness in Extension programming based on the dossier, position description or your personal knowledge.
2. * Evaluate the candidate's scholarship, creative activities, and service, and the significance of his/her contributions. Please also evaluate the linkages of these three areas to his/her Extension program(s).
3. * Comment on the potential of sustained scholarly activity and effective Extension programming by the Agent/Specialist.

If you have collaborated with the candidate within the last five years, please describe the nature and extent of your collaborations. Collaborators are individuals who have within the last five years coauthored books, articles, abstracts, or papers; submitted grant proposals; or co-edited journals, compendia, or conference proceedings. Rather than submitting external review letters, collaborators are invited to submit collaborator letters that outline the significance of the independent contributions of candidates. Collaborators also include individuals such as dissertation directors and former coworkers who have worked so closely with a candidate that questions may arise about whether they can offer independent assessments of the candidate's achievements.

[May be included if appropriate to candidate: As part of [name of candidate]'s duties, he/she participates in the following Graduate Interdisciplinary Programs: [Names of GIDPs]. A description of [name of candidate]'s interdisciplinary efforts in these programs is included in Section 9 of the dossier. The University of Arizona highly values interdisciplinarity, so we request that you also consider [name of candidate]'s interdisciplinary contributions to teaching, research and service as part of your overall evaluation.]

Please also indicate whether you recommend that the candidate be awarded [examples: continuing status and promotion to associate rank; promotion to full rank] on the basis of evaluation.

Your recommendation will be treated with the greatest confidentiality permitted by the Arizona Board of Regents policy and applicable law.

I am aware that your consideration and evaluation of the work of our colleague will require considerable time, and greatly appreciate your willingness to assist us in this way.

We would also appreciate receiving on a separate page a short biographical sketch of your background or one-page CV.

Please return your evaluation by [date]. If you are unable to do so, please let me know as soon as possible. You may send your evaluation by e-mail, but we will also need a signed hard copy of your letter.

Thank you for participating in this review, and please let me know if you have any questions about this process.

Sincerely,

XXX
County Extension Director/Unit Head