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| COLLEGE OF \_\_\_\_\_\_\_\_\_Department of \_\_\_\_\_\_\_\_\_\_\_\_ |

Date

Reviewer name and Address

RE: Promotion evaluation by reviewer not recommended by the candidate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to rank of Associate Professor (or Professor)

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to request your candid evaluation of the credentials of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is being recommended for promotion to the rank of Associate Professor(or Professor) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Nebraska Medical Center.

I have enclosed the following documents from the candidate to assist you with your confidential evaluation:

1) Curriculum Vitae

2) Academic Narrative

3) Appendix C of P&T packet: Summary of teaching activities

4) Teaching Portfolio (including course materials developed by the candidate and a summary of teaching evaluations)

5) Pertinent pages from the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Promotion and Tenure Guidelines to assist you in your evaluation

6) Appendix D: copy of the form signed by the faculty member waving or retaining his/her right to read the external letters of support/reference evaluation

7) Selected recent publications.

**Describe here the basic promotion and tenure guidelines for your college as to areas of emphasis eligible for consideration, general criteria, and specific criteria for the rank being considered or for tenure. Then state:** I would appreciate your providing an objective and fair assessment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in light of these guidelines. If applicable, you may wish to include assessment of the candidate’s ability to achieve promotion at your own institution.

I am appreciative of your taking the time to consider participating in this important process. I hope to receive your evaluation by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if at all possible.

Thank you.

Sincerely yours,