

August 21, 2017

Name  
Title  
Address  
Locale

Dear \_\_\_\_\_:

Dr. **name of faculty** is being considered for promotion to the rank of **insert rank** in the Department of **insert name of department** at the University of South Carolina Aiken. We would be particularly grateful for your comments on the depth and significance of Dr. **name of faculty**'s work and its impact in your field. To assist in this evaluation, we are including a packet of relevant materials, including a copy of Dr. **name of faculty**'s vita; two examples of his scholarly/ creative/applied professional activities; and a brief statement on the significance of the submitted work and how the work fits into Dr. **name of faculty**'s scholarly/creative/applied professional endeavors. A copy of the USC Aiken promotion and tenure guidelines pertaining to standards for scholarly/creative/applied professional activities (also available on the website: <http://web.usca.edu>) and a copy of the corresponding promotion and tenure guidelines for the Department of **insert name of department** are included.

We would ask that you please focus your review on the quality and impact of the candidate's work. We are not asking you to recommend for or against promotion or tenure, nor are we asking if the candidate might receive promotion or tenure at your institution.

The USC Aiken Promotion and Tenure External Review Policy requires that requested references come from individuals who are capable of making an unbiased evaluation of the candidate's scholarly/creative/applied professional activities. If you do not feel that you can make such an evaluation, please contact us as soon as possible. If you are able to serve as a reviewer, please complete the External Reviewer Form (enclosed) and return it with your review summary. Also, please include a copy of your own vita.

Please know that Dr. **name of faculty** will receive a copy of your review with all identifying information removed. Your review will be anonymous but not confidential.

In order to complete Dr. **name of faculty**'s file for review, we would appreciate receiving your comments by **September 30, insert year**. On behalf of USC Aiken, thank you for your time and consideration.

Respectfully,

Jeffrey M. Priest, Ph.D.  
Executive Vice Chancellor for Academic Affairs