



UNIVERSITY of WISCONSIN  
GREEN BAY

[Sample letter from the Chair of a Program's Professorial Committee, soliciting assessment of a candidate's qualifications for promotion to full professor from an external reviewer.]

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

One of our colleagues in the Department of \_\_\_\_\_, \_\_\_\_\_, will undergo a review for promotion to Full Professor during the Fall 2019 semester. I am writing to ask if you are willing to provide the department an assessment of Professor \_\_\_\_\_'s scholarship that may be used for this review. We would need your letter by about October 1. I am enclosing Professor \_\_\_\_\_'s curriculum vitae, and I would be happy to supply copies of any publications that you do not already have to assist you in this review.

The standards for promotion to Professor at UW-Green Bay are set out in the Faculty Handbook. They are based on the assumption that a Professor is "a person dedicated to excellence," and who "should have attained accepted recognition as a scholar through professional publication, or through otherwise equally recognizable evidence." The standards state as well that candidates for promotion "should have exhibited substantial and/or continuous advances and progress beyond those scholarly activities which warranted promotion to the rank of Associate Professor." The handbook stipulates that teaching and service will be considered in addition to scholarly achievements. However, you do not need to comment about teaching or service if you have no direct knowledge of these activities. Should you wish to consult the full text of the criteria for promotion to full professor, they are on page 98 of the Handbook which is online in Adobe Acrobat format at [http://www.uwgb.edu/sofas/rules/Faculty\\_Handbook\\_2019.pdf](http://www.uwgb.edu/sofas/rules/Faculty_Handbook_2019.pdf).

I should add that the teaching schedule at UW-Green Bay is fairly demanding, with most faculty members in the department teaching seven courses per year in addition to directing independent studies, master's theses, or internships, and engaging in institutional and community service. Thus our expectations for scholarship are not those of a major research university but are more like those of a liberal arts college. We value teaching at least as much as scholarship. Moreover, we adopt a broad definition of scholarship that recognizes and values contributions of an interdisciplinary nature as well as work within political science or other disciplines.

I hope you are able to assist us by writing a letter that assesses Professor \_\_\_\_\_'s work. For our purposes the letter need not be elaborate; one to two pages of comments on his scholarly activity and its contribution to \_\_\_\_\_ should suffice. However, if you are unable to write a letter because of your schedule or any other reason, please let me know so that I may select another reviewer.

Please note that under the provisions of the State of Wisconsin's open records law and our campus implementation of those statutes, the individual being considered will have access to the letter.

Thanks in advance.  
Sincerely,