

Dear NAME OF EVALUATOR:

Thank you very much for your willingness to provide a candid and thoughtful review of NAME OF FACULTY’s application for PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR AND TENURE or PROMOTION TO THE RANK OF PROFESSOR or TENURE in the NAME OF DEPARTMENT. The School of Engineering at the University of Dayton greatly appreciates your time and expertise in providing this review. We request that you please email a PDF signed copy of your review to DEPT CHAIR NAME at EMAIL ADDRESS, no later than August 15. Please note that NAME OF FACULTY WAIVED or DID NOT WAIVE their right to see their reviews from external referees.

Attached to this email you will find four things: (1) the faculty member’s Curriculum Vitae (CV); (2) the faculty member’s professional strategic plan (PSP); (3) the faculty member’s summary of evidence form; and (4) the School of Engineering’s promotion and tenure document. If you would like any additional documents from the faculty member’s application portfolio, please let me know and where appropriate, we are happy to provide those.

One piece of information you may find unique is the PSP. In the School of Engineering, faculty are required to develop a PSP. Faculty are evaluated for the purpose of promotion and tenure based on their progress on their PSP. A faculty member’s PSP is made up of elements. These elements are activities in the areas of scholarship, teaching, service and leadership that a faculty member engages in. The faculty member has some choice in determining what elements make up their PSP. Additionally, the PSP identifies criteria for each of the elements that define five different levels of achievement: Developing, Proficient, Accomplished, Demonstrated Leadership and Distinguished Leadership. Therefore, the PSP can serve as a useful tool for evaluating the faculty member’s level of achievement for the various elements. If interested, additional information on the PSP can be found on page 28 of the promotion and tenure document.

Please note that we are not asking you to provide an evaluation for each element. Please evaluate only those elements for which you feel you have sufficient information and knowledge to evaluate, or provide a more general evaluation of the faculty member’s performance in scholarship, teaching and/or service. Regardless of how you choose to approach this evaluation, please summarize your evaluation of the faculty member in a two- to four-page letter.

If you have any questions about the process, please feel free to contact me at EMAIL ADDRESS OF CHAIR.

SIGNATURE BLOCK