External Letters:
Considerations and Suggestions
Suggested Information in Letter

• Area 1: Introductory Information
  – Candidate discipline, rank, department
  – Scope of External Review
  – Purpose of Review: Mid-Tenure or Tenure/Promotion
  – Confidential nature of review

• Area 2: Background on RIT and College
  – College Mission
  – Teaching load and workload profile
  – College Tenure Policy and Scholarship Criteria
Suggested Information in Letter

• Area 3: Specific Questions to be Answered
  – Knowledge of Candidate and in what capacity
  – Assessment of Candidate’s scholarship (significance and impact) and contributions to discipline

• Area 4: Closing Information
  – Deadlines
  – Copy of Reviewer’s CV
  – Appreciation