



External Letters:

Considerations and Suggestions

Suggested Information in Letter

- Area 1: Introductory Information
 - Candidate discipline, rank, department
 - Scope of External Review
 - Purpose of Review: 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