Dear Professor XXXX:

Dr. ___, Associate Professor in the School of Information Sciences at the University of Pittsburgh, is being considered for promotion to the rank of Professor. I am soliciting your assessment of Dr. ___'s qualifications for promotion and thank you for your time in reviewing his/her portfolio.

The evaluation process for promotion to Professor is extensive and your review is a critical component. The nominee's abilities as a scholar, researcher, teacher and professional as well as his/her standing among his/her professional peers must be evaluated in the context of the available evidence. In particular, we seek your evaluation of his/her research and scholarship.   We are not asking you to evaluate his/her teaching or service, per se. If, however, you have seen the candidate make a presentation or served with him/her on a conference committee or editorial board, we would welcome any comments on his/her effectiveness as a presenter and his/her commitment to service to his/her profession.

It is most helpful if your comments on his/her scholarship and research are linked to specific publications or research. If possible, a comparison should be made of Dr. ___'s productivity to others in his/her field who are at a comparable state of development. In addition to judging the nominee's contributions, it would be helpful if you would estimate his/her potential, as you see it, to make continued contributions and to produce important and innovative research in the years to come.

We have attached copies of Dr. ___'s CV, Personal Statement and a sample of ten representative publications to assist you in making your assessment. You can access additional material in Dr. ___'s dossier on a secure web site: http://www.sis.pitt.edu/~istpt/ (NOTE: This site name changes with each candidate).   To access the website, use the username "----" and the password "--". Included on the website are the School's Promotion and Tenure Guidelines, as well as additional publications by the nominee. We would be pleased to provide any additional information you would find helpful: such information could be provided on the web site or in an e-mail.

We look forward to receiving your review of Dr. ___'s work. Your letter will be used in the evaluation process carried out at both the School and University levels. In accordance with University policy, *your letter will be seen only by those participating directly in the decision-making process*. We would appreciate it if you would attach your curriculum vitae as well as your evaluation letter to be included in the candidate's dossier. Please address this evaluation letter to:

> (Name)
> Chair, Promotion and Tenure Committee
> School of Information Science
> University of Pittsburgh.

Please send an electronic version of your letter, on letterhead and signed, to _____. Let me express my appreciation in advance for your assistance. **I ask that you respond by_____.** Should some situation prevent you from responding, I hope you will take the time to share that reason with the committee. As you no doubt know, non-responses are generally considered as negative statements about the candidate. Thank you very much for your help.

> Yours sincerely,

> (Name)
> Chair, Promotion and Tenure Committee