

**ILLUSTRATIVE LETTER**  
Invitation to External Reviewers

\_\_\_\_\_(DEPARTMENTAL LETTERHEAD)

\_\_\_\_\_(DATE)

Dear

\_\_\_\_\_(NAME) is being considered for \_\_\_\_\_ in the Department of \_\_\_\_\_ at the University of South Florida. You have been recommended as a person highly qualified to review and evaluate \_\_\_\_\_ (HIS/HER) research/scholarly/creative contributions.

We believe external evaluations contribute substantially to the academic review process, and we would greatly appreciate your willingness to serve in this capacity.

Under existing agreements and regulations, your written comments would become part of \_\_\_\_'s file and be available for Professor \_\_\_\_\_'s review. If you are willing to accept our invitation, we solicit your comments regarding the depth, originality, importance, significance, visibility, productivity, and independent scholarship of (his/her) contributions. We do not, of course, expect you to make a (tenure/promotion) recommendation as such. Your evaluative comments, however, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our review. Please keep in mind that your comments should reflect appropriate norms, as you see them, for a candidate for (tenure/Associate Professor/Full Professor). Also, if you have had any relationship with \_\_\_\_\_ in the past, please so indicate.

In order to complete our review I hope we might have your response by \_\_\_\_\_(DATE). Should you decide not to accept our invitation to serve as an external reviewer for \_\_\_\_\_ (NAME), we would appreciate learning of that decision at your earliest convenience. A telephone call to me at (813) 974-xxxx would facilitate our selection of another reviewer if you cannot accept our invitation. In either case, please be assured that we are very grateful for your consideration of our request.

Sincerely,

\_\_\_\_\_  
(DEPARTMENT CHAIR)