

Tenure Review Letter Sample

<<DD/MM/YYYY>>

<<Tenure Committee>>

<< Department Name>>

<<University Name>>

<<City, State, Postal Code>>

<<Country>>

Dear Committee Members,

In compliance with university policy and department bylaws, it is a pleasure to submit a letter of evaluation to the Tenure Committee of <<University Name>> for promotion and tenure of <<Name of the tenure track candidate>>. I write as a <<your position at the current university>> who has been mentoring [in case of a senior scholar] / mentored by [in case of a student] <<Name of the tenure track candidate>>. I am in strong support of <<Name of the tenure track candidate>>'s reappointment as <<Position offered to the candidate>> of <<Name of Department>>. I have known <<First name of the candidate>> for almost <<number of years>>, <<mention how you know the candidate>>. <<Add how the candidate's commitment to research and education makes him/her the best suited candidate for the position>>.

<<Describe the candidate's academic and research contributions to the field.>> <<Discuss how you and the candidate have worked closely on different projects.>> <<Elaborate on the work ethics of the candidate>> <<Speak about the candidate's publications so far>>

<<Discuss the distinctive qualities and skills of the candidate that make him/her stand out of the crowd>>

I would urge the <<Committee Name>>, Dean, and Department Chair to consider having a conversation with <<First name of the candidate>> regarding tenure and promotion and evaluate his/her strengths and weaknesses. If the committee agrees with my assessment, they can also expect that I will continue to help <<First name of the candidate>> in any way I can.

In summary, I continue to strongly support <<Candidate's first name>>'s appointment as <<tenured position in question>>. Now that his/her research program is firmly established, he/she can work progressively toward the growth of the university's research program. Furthermore, his/her strengths can be redefined to benefit newer scholars joining the community.

Sincerely,

Jane Doe
Tenured Professor
ABC Department
XYZ University