

SAMPLE LETTER EXTERNAL REVIEWERS FOR ENDOWED CHAIR CANDIDATE

Date

Address

Dear

We are seeking your assistance in evaluating the work of X, who is being considered for an endowed chair. X has been a tenured professor of the [] department at the University of Notre Dame for the past [] years. Notre Dame requires an endowed professor to have maintained excellence in teaching and to have "gained widespread recognition as a scholar." Specifically, we are asking your assistance in evaluating the quality and significance of X's scholarly publications [or its equivalent or, if appropriate, X's public service] and in appraising X's standing among colleagues.

We are seeking not only an assessment of X's scholarship as it contributes to his/her area of specialization, but we are also seeking an evaluation of the contribution X has made to the overall discipline. In other words, in addition to commenting on the quantity and quality of X's work, we are interested in understanding the impact that X's work has had on the broader discipline. Has X's work gained X widespread recognition as an important scholar? It would also be helpful if your letter would compare X to other faculty members in his/her cohort. Would X be promoted to an endowed chair at a major research university? If you have, or have had, any working relationship with X, we would appreciate your describing that for us.

Your letter will be held in confidence and will be available only to those persons at the university who are charged with making a decision in this case, except in the unlikely event that litigation requires its disclosure.