We are seeking your assistance in evaluating the work of X, who is being considered for a position of endowed chair at the University of Notre Dame. X is currently [give current position]. Full professors in our university are expected to have achieved “widespread recognition as a scholar.” As endowed chairs are honorific titles for the most impactful scholars at the full professor level, recipients of chairs are also expected to have “distinguished achievement in their field.” In your letter we are hoping you can outline:

1. Your relationship to the candidate.
2. Whether X meets the criteria established above for an endowed chair. We are seeking an assessment of not only X’s scholarship as it contributes to his/her area of specialization, but also an evaluation of X’s contribution to the overall discipline.
3. Is X’s record comparable to endowed chairs in your discipline at other major research universities?

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.

We are hoping you can provide a letter by [date].

Thank you in advance for considering this request.