**Date**:

**To**: [Dean name, School]

[Department Chair name, Department]

[Department Chair email]

**RE**: Letter of Intent to apply for Tenure and/or Promotion and list of external evaluators

**From**: [Name, current rank and department, campus, email address, and mailing address]

I am writing to inform you of my intent to apply for [Tenure and Promotion to Associate Professor; or Tenure; or Promotion to Full Professor; etc.] in Department [name of department], [name of school] in the 2024-2025 Academic Year.

I joined Pace as [fill in rank] at the [fill in department name], [name of school) in [year], earned tenure in [year, if applicable], and have been serving as [fill in current rank, if applicable] since then.

I understand that at this time I have the opportunity to suggest external evaluators of my scholarly work, and to identify specific scholars to exclude from consideration as evaluators because their evaluations might be biased.

**TO CHAIRS AND CANDIDATES** Excerpt From [Guidelines](https://www.pace.edu/provost/faculty/tenure/tenure-and-promotion-guidelines):

* *…a list of external evaluators who are in academia on the basis of their ability to comment on the candidate's professional accomplishments, and who are expected to hold at least the rank for which the candidate is being considered, recognizing that the value of external evaluation letters is greatly enhanced by the objectivity and credibility of the author. Evaluators do not have to be scholars in the identical sub-specialty as the candidate, however their specialty should be broadly related to the candidate’s sub-specialty and they must have the ability to assess the impact of a candidate’s scholarly or creative activities. Letters from full professors are preferred.*
* *Non-academic external evaluators may be included when a clear explanation of the relevance of such an evaluation is presented. It is always in the best interest of the candidate for the most knowledgeable pool of external evaluators possible to be selected.*
* *If a candidate is reapplying for promotion within three years of a previous dossier submission (whether as a result of denial of promotion or withdrawal of the case prior to final decision), five additional new letters should be sought at the time of resubmission.*

***NOTE****: Candidates can only select the external evaluators such that they satisfy an “arms-length” relationship, i.e. should be as independent as possible from the candidate. These “arms-length” external evaluators should have no or very limited personal, professional or academic relationships with the candidate that would cause them to be invested in the candidate’s promotion. Specific examples of “arms-length” evaluators to avoid when recruiting these external evaluators include former or current dissertation advisors, mentors or employers, and students, co-authors or scholarly collaborators in the last five years. Every precaution should be taken to ensure that evaluators are objective and credible. External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*

* *been a supervisor or a trainee of the nominee;*
* *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future;*
* *been employed by Pace University;*
* *feel for any reason unable to provide an impartial review of the nomination.*

***Note to candidate****: Include a list of external evaluators and their bio-sketches.*

1. *Full name*
2. *Email address*
3. *Title and School/Company affiliation; Area of expertise*
4. *Note of any prior interaction, if any*

*Example of the bio-sketch:*

*Dr. Abu Abdullah* [*abu.abdullah@duke.edu*](mailto:abu.abdullah@duke.edu)

*Bio: PhD, MBBS (MD), MPH Research Professor of Global Health, Duke Global Health Institute, Duke University. Professor of Global Health, Duke Kunshan University. Area of expertise: Global health and development; chronic disease prevention and control; health systems and policy research; and implementation science.*

*Relationship: I have met them at conferences, but they are arms-length.*

Scholars who possess the qualifications to objectively assess my scholarly dossier include: (list 10 names along with titles, areas of expertise and contact information – **make sure the email addresses are correct**)

1. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:  
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
2. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:  
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
3. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
4. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
5. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
6. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
7. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
8. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
9. Name: Dr. (or Professor or?) Email:  
   Rank/Tenured? Bio: Area of expertise:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
10. Name: Dr. (or Professor or?) Email:  
    Rank/Tenured? Bio: Area of expertise:  
    Relationship to candidate:   
    Was the external ever a member of Pace? If so, when?  
    Was the external your dissertation advisor?  
    Was the external ever your supervisor or trainee? If so, when?  
    Have you ever worked with or published with external? If so, when?

Scholars who may be unable to provide an objective assessment of my scholarly accomplishments include: (Please provide names, if any)



*Send this form as a word doc to* [*facultycareerdev@pace.edu*](mailto:facultycareerdev@pace.edu)