

Date: _____

TO:

From: (Chair of _____ Committee)

RE: Evaluation for _____

Dear _____

_____ (name of applicant), _____ (Title/rank of the applicant) has been a faculty member at Ramapo College since _____. The Applicant is a member of the _____ convening group and teaches in the area of _____ (field, discipline)

The Applicant is eligible for and has **plans to apply** for promotion/ tenure. Their application is being reviewed by _____ (name of committee)

Our process for promotion and tenure requires evaluations from outside peers who have knowledge of the applicant's professional experience and accomplishments, (particularly research, publication, exhibitions and other forms of professional development related to their field), and/or teaching (ie. the applicant has taught as a guest at your institution) and/or service to the field of expertise.

You have been named by _____ (name of applicant) as a person with knowledge of this applicant in one or more of the above areas of their field of expertise.

Would you be willing to write an evaluation of this applicant addressing the areas listed above.

We would appreciate receiving your answer to this request within two weeks, at which time we will send _____ (name of applicant) Vita.

We would appreciate receiving your evaluation by May xxx (for Tenure letter), Novemberxxx (for Promotion. . You may send your evaluation electronically to the address below or mail it directly to me.

Sincerely