

Template Letter to External Referees – From Tenured Associate Professor to Tenured Professor

[Name & Address]

[Date]

Dear Dr./Prof. -----:

Thank you for agreeing to assist us in evaluating the file of [Name], who is being considered for **promotion from Tenured Associate Professor to Tenured Professor** as a member of the [Department/Program] in the [Faculty/School] at the American University of Beirut (AUB).

According to the University's [Policy and Procedures for Tenure and Promotion Evaluation of Tenure-Eligible Faculty Members](#), a successful candidate for promotion to the rank of Tenured Professor *"must have demonstrated outstanding scholarly achievement in research or creative work in the arts combined with international recognition, and at least an excellent record in either teaching or service, and a very good record in the other one."*

We are requesting an evaluation focused primarily on research according to the research domains of excellence specified in the policy: a) High-quality scholarship; b) Independent scholarly identity; c) Focus and coherence; d) Trajectory of growth; e) Scholarship of application (knowledge translation; entrepreneurship; scholarship of teaching), if applicable; and f) Leadership/recognition. In addition, we would also appreciate your assessment of the candidate's quality of teaching and level of service contributions to the university, discipline/profession and/or society.

The candidate's file includes the following: curriculum vitae; personal statements on scholarship, teaching, and service; copies of selected publications (or creative works); and supporting documents. It can be viewed at the following link:

<https://...>

This letter also includes an appendix with relevant supplemental information about AUB in addition to the candidate's faculty and department. Kindly ensure that you focus your assessment of the candidate's scholarly contributions and achievements on the years of service in the professorial ranks, with special emphasis on the period during the associate professor rank.

As an expert in the field, we would appreciate your frank appraisal of the following:

1. Are you personally acquainted with the candidate? Please begin by explaining how well and in what capacity you know the candidate.
2. What is your assessment of the quality, focus, independence, and originality of the candidate's published work, commenting on relevant quantitative and qualitative assessment indicators? What is the level of impact of the candidate's contributions to the advancement of scholarship in their field?
3. Does the candidate's body of work show an upward trajectory of growth, and does it demonstrate disciplinary and/or interdisciplinary leadership as compared to peers in the same discipline at the same level in their career? Evaluate the candidate's level of recognition as a prominent scholar at the national, regional, and/or international levels.
4. As applicable to the candidate's field, comment on the candidate's activities and achievements in terms of seeking and/or securing internal and external grants.

5. If you have sufficient knowledge to judge, how would you evaluate the overall quality of the candidate's teaching and/or service contributions?
6. Based on your comprehensive assessment, please conclude with a clear recommendation on the promotion of the candidate to the rank of Tenured Professor.

Please note that your letter will be kept in strict confidence to the extent permitted by law, reviewed only by those involved in the evaluation of the candidate's application.

To ensure the candidate's file receives a full review, we kindly ask that you provide your assessment by [\[Date\]](#).

We would also appreciate it if you could provide us with your short biographical sketch (or web address where it may be obtained) to include in the file.

We realize that this request is a time-consuming endeavor, and we very much appreciate your willingness to assist us. As you are well aware, the process of reviewing candidates for promotion and/or tenure is extremely important for both the candidate and the university.

Sincerely,

[\[Name & Affiliation\]](#)

Appendix – Supplemental Information

AUB Profile

Faculty/School Profile

Department/Track Profile