

**TEMPLATE LETTER FOR EXTERNAL REVIEW of ASSOCIATE PROFESSOR with  
AREA of STRENGTH in OUTSTANDING INTELLECTUAL LEADERSHIP**



# Cleveland State University

School of Nursing

REVIWER XXX'S ADDRESS

Date

Dear Dr. (or Professor) XXX,

In response to her (or his) request for tenure and promotion to the rank of Associate Professor, the Peer Review Committee (PRC) of the School of Nursing has initiated an external review of Dr. ZZZ's credentials. Having identified you as a leader in the candidate's field, the Committee is grateful for your willingness to provide a candid evaluation of Dr. ZZZ's professional accomplishments based on an analysis of her curriculum vitae and a representative sampling of her intellectual leadership in Nursing and contributions to the realization of the university mission.

More specifically, Dr. ZZZ has purposely selected the enclosed materials in an effort to demonstrate outstanding intellectual leadership in the field of Nursing beyond the local community and to demonstrate that these efforts have contributed to the realization of the university mission. We are most interested in your assessment as to whether Dr. ZZZ has attained a position of prominence in the field of nursing other than simply holding positions on committees and organizations, whether she has played a major role in developing policy or programs in Nursing, and whether she has attained a significantly high level of prominence in Nursing and maintained such a position for a significant period of time.

In sum, we are requesting an appraisal that focuses on the candidate's record of performance as an intellectual leader in Nursing and leadership in the realization of the mission of the University. Moreover, we would prefer that you *not* comment on Dr. ZZZ's eligibility for promotion and tenure at Cleveland State or any other university. Furthermore, our intent is that the review be at "arm's length." Please include an arms-length neutrality statement in your letter. If you feel that your relationship with the candidate is too close, please inform us.

Your letter will become part of the candidate's dossier and will be reviewed by peer review committees at the college and university level. Although your letter will not be shared with the candidate, in keeping with Supreme Court rulings and Open Record statutes of the State of Ohio, confidentiality cannot be guaranteed.

*Mailing Address:* 2121 Euclid Avenue, JH 238 Cleveland, Ohio 44115-2214

*Campus Location:* Julka Hall, Room 238 2485 Euclid Avenue

Voice (216)687-3598 – Fax (216)687-3556

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In order that we may meet University deadlines governing our internal review process, we ask that you forward your comments to us by August 31st, 20XX. A self-addressed, stamped envelope is provided for your convenience.

Thank you very much for your assistance. Your kindness in agreeing to evaluate Dr. ZZZ's materials is most sincerely appreciated. Please feel free to contact me if you have any questions.

Sincerely,

A. Professor, PhD, RN  
Chairperson, Peer Review Committee  
Phone: 216-875-NNNN  
a.professor@csuohio.edu

Enclosures: Candidate's external review document  
Copy of University Mission Statement