

**TEMPLATE LETTER FOR EXTERNAL REVIEW of ASSOCIATE PROFESSOR with
AREA of STRENGTH in SCHOLARSHIP**



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 additional materials representing her research work.

More specifically, Dr. ZZZ has purposely selected the enclosed materials in an effort to demonstrate significant scholarship beyond publication of material contained in her Ph.D. dissertation (i.e. an outstanding record as a scholar). We are most interested in your assessment of the quality and impact of her scholarly achievements. Put another way, of what importance has Dr. ZZZ's work been to the field of Nursing? Is it original and innovative? What is its potential - both realized and unrealized - for advancing theory, research, or practice? Has Dr. ZZZ been a productive scientist as evidenced by publication in highly regarded, refereed journals and presentations at major conferences?

In sum, we are requesting an appraisal that focuses on the candidate's record of performance as a scholar, rather than her teaching or service contributions. Cleveland State University is a comprehensive metropolitan public university and is an AAUP collective bargaining institution. Thus we would ask that you review the scholarly accomplishments in light of the teaching and service loads typical of our institution. Professors are assigned up to 12 credit hours per semester. However, 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

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candidate, in keeping with Supreme Court rulings and Open Record statutes of the State of Ohio, confidentiality cannot be guaranteed. 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