

**ON OFFICIAL MONTE AHUJA COLLEGE STATIONERY**

[DATE]

[Name and Address of Reviewer?]

Dear [Last name of reviewer],

In response to her request for promotion to the rank of [Professor or Associate Professor], the Peer Review Committee of the Monte Ahuja College of Business has initiated an external review of Dr. xxxxxxxx'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. xxxxx's professional accomplishments based on an analysis of her curriculum vitae and a representative sampling of her work.

More specifically, as Dr. xxxxxxx has purposely selected the enclosed materials in an effort to demonstrate *significant scholarship beyond publication of material contained in her dissertation (an outstanding record as a scholar)*, we are most interested in your assessment of the quality and impact of her scholarly and creative achievements. Put another way, of what importance has Dr. xxxxxxx's work been to the field of xxxxxxx? Is it original and innovative or relatively commonplace and inconsequential? What is its potential—both realized and unrealized—for advancing theory, research, or practice? Has Dr. xxxxxxx attained a position of academic distinction as evidenced by publications 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. Moreover, we would prefer that you *not* comment on Dr. xxxxxxx's eligibility for tenure and/or promotion at Cleveland State or any other university.

Your letter will become part of the documentation that those charged with responsibility for making recommendations regarding the candidate's qualifications for promotion and tenure will examine. In keeping with Supreme Court rulings and Ohio law, please note that 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 [DATE]. A self-addressed envelope is provided for your convenience.

Again, many thanks for your assistance; your kindness in agreeing to evaluate Dr. xxxxx's materials is most appreciated. Should you have any questions, please do not hesitate to call me at (216) XXXXXXX.

Sincerely,

[Your name & title]  
Member, Monte Ahuja College of Business Peer Review Committee

Enclosures