

Messages from ECAS Office of Faculty to External Reviewers

PRE-TENURE REVIEW - INITIAL REQUEST

After conferring with Professor NAME, Chair of Emory's Department of ***, I write to seek your help in evaluating the research and scholarship of CANDIDATE, who will be undergoing a pre-tenure review, required for all assistant professors at Emory, during the upcoming year. You are being requested to conduct a pre-tenure review (not a tenure review). The purpose of the pre-tenure review is to determine if a faculty member's current record and trajectory of professional growth indicate a reasonable likelihood of a successful tenure decision in two years.

In addition to the department's evaluation of CANDIDATE'S scholarship, teaching, and service, we seek candid, disinterested, detailed appraisals from distinguished scholars like you, who are specifically qualified to judge the candidate's achievement and promise in research and scholarship. Your evaluation will be considered confidential and will be available only to those Emory faculty members responsible for advising the Dean about this review, to appropriate administrators, and to Emory University's Board of Trustees.

CANDIDATE'S CV and research summary are available now to assist you in making your decision. If you click on "View Request" and then "I accept," you will have access to these materials (and will also have an opportunity to revise your response if needed). Otherwise, by clicking "I accept," you will be confirming that you are able to help us with this evaluation. You will then receive a second evaluation request through Interfolio which will give you access to CANDIDATE'S publications. We would appreciate receiving your evaluation by DATE.

Thank you for considering our request. We hope you will be able to help us with this important decision.

PRE-TENURE REVIEW – SENT WITH SCHOLARLY DOSSIER

We want to thank you again for graciously agreeing to assist us with our pre-tenure evaluation of CANDIDATE. Evaluations by distinguished scholars outside the University are an indispensable part of the review and we will be grateful for your analysis. Attached are the materials to assist you with completing your review. The materials provided are the candidate's CV, full research statement, and scholarly materials. Additionally, there is a single PDF file with the publications that CANDIDATE identified as their top scholarly works. You can access all of the materials by clicking on "View Request" and then "I accept."

Details about the standards for promotion in Emory College of Arts and Sciences can be found in the attached excerpts from the College's Principles and Procedures for Appointment, Promotion, and Tenure. These guidelines are used by Emory University in the review of all candidates. You are being requested to conduct a pre-tenure review (not a tenure review). The purpose of the pre-tenure review is to determine if a faculty member's current record and trajectory of professional growth indicate a reasonable likelihood of a successful tenure decision in two years.

[As a part of our COVID-19 mitigation efforts and our efforts to support faculty, ECAS has extended faculty the opportunity to include a COVID-19 Impact Statement with their tenure and promotion materials. This statement is not required. If a candidate wishes to include a COVID-19 statement with

their research and scholarship materials, and they have given us permission to share this document with external reviewers, this document will be included in their dossier. You will also find attached a copy of the ECAS and Office of the Provost Guidelines for COVID-19 Statement.]

We are interested in your appraisal of CANDIDATE'S scholarly contributions as reflected in publications as well as in work accepted or submitted for publication. In your evaluation, we would like you to address the following, as evidenced in this body of work:

- 1) overall quality of research and scholarly achievements
- 2) impact of research and scholarly achievements
- 3) visibility of CANDIDATE
- 4) assessment of how CANDIDATE compares in achievement to outstanding scholars in the same field at comparable stages in their careers
- 5) prediction of future contributions to the field

The evaluation you provide is confidential. It will be accessible only to those Emory faculty members responsible for advising the Dean about this review, to appropriate administrators, and to Emory University's Board of Trustees. Please upload your signed review on letterhead stationery through Interfolio by DATE.

Additionally, it is very important that we understand if and how you know CANDIDATE and CANDIDATE'S work, so that we are aware of any potential conflicts of interest. Please complete the brief survey available here: [LINK](#) as soon as possible. This is a required part of the review.

We sincerely appreciate the time and effort you are giving to assist us in this important decision.

TENURE REVIEW - INITIAL REQUEST

After conferring with Professor NAME, Chair of Emory's Department of ***, I write to seek your help in evaluating the research and scholarship of CANDIDATE, who will be reviewed for promotion from the rank of Assistant Professor to Associate Professor with tenure during the upcoming year. In addition to the department's evaluation of CANDIDATE'S scholarship, teaching, and service, we seek candid, disinterested, detailed appraisals from distinguished scholars like you, who are specifically qualified to judge the candidate's achievement and promise in research and scholarship. Your evaluation will be considered confidential and will be available only to those Emory faculty members responsible for advising the Dean about this review, to appropriate administrators, and to Emory University's Board of Trustees.

CANDIDATE'S CV and research summary are available now to assist you in making your decision. If you click on "View Request" and then "I accept," you will have access to these materials (and will also have an opportunity to revise your response if needed). Otherwise, by clicking "I accept," you will be confirming that you are able to help us with this evaluation. You will then receive a second evaluation request through Interfolio which will give you access to CANDIDATE'S publications. We would appreciate receiving your evaluation by DATE.

Thank you for considering our request. We hope you will be able to help us with this important decision.

TENURE REVIEW – SENT WITH SCHOLARLY DOSSIER

We want to thank you again for graciously agreeing to assist us with our evaluation of CANDIDATE, who is being reviewed for promotion from the rank of Assistant Professor to Associate Professor with tenure. Evaluations by distinguished scholars outside the University are an indispensable part of the review and we will be grateful for your analysis. Attached are the materials to assist you with completing your review. The materials provided are the candidate's CV, full research statement, and scholarly materials. Additionally, there is a single PDF file with the publications that CANDIDATE identified as their top five scholarly works. You can access all of the materials by clicking on "View Request" and then "I accept."

Details about the standards for promotion in Emory College of Arts and Sciences can be found in the attached excerpts from the College's Principles and Procedures for Appointment, Promotion, and Tenure. These guidelines are used by Emory University in the review of all candidates.

[As a part of our COVID-19 mitigation efforts and our efforts to support faculty, ECAS has extended faculty the opportunity to include a COVID-19 Impact Statement with their tenure and promotion materials. This statement is not required. If a candidate wishes to include a COVID-19 statement with their research and scholarship materials, and they have given us permission to share this document with external reviewers, this document will be included in their dossier. You will also find attached a copy of the ECAS and Office of the Provost Guidelines for COVID-19 Statement.]

We are interested in your appraisal of CANDIDATE'S scholarly contributions as reflected in publications as well as in work accepted or submitted for publication. In your evaluation, we would like you to address the following, as evidenced in this body of work:

- 1) overall quality of research and scholarly achievements
- 2) impact of research and scholarly achievements
- 3) visibility of CANDIDATE
- 4) assessment of how CANDIDATE compares in achievement to outstanding scholars in the same field at comparable stages in their careers
- 5) prediction of future contributions to the field
- 6) likelihood of the candidate being promoted to associate professor by one of the top twenty-five departments in your field, or by other institutions with which you are familiar

The evaluation you provide is confidential. It will be accessible only to those Emory faculty members responsible for advising the Dean about this review, to appropriate administrators, and to Emory University's Board of Trustees. Please upload your signed review on letterhead stationery through Interfolio by DATE.

Additionally, it is very important that we understand if and how you know CANDIDATE and CANDIDATE'S work, so that we are aware of any potential conflicts of interest. Please complete the brief survey available here: [LINK](#) as soon as possible. This is a required part of the review.

We sincerely appreciate the time and effort you are giving to assist us in this important decision.

PROMOTION TO FULL PROFESSOR REVIEW – INITIAL REQUEST

After conferring with Professor NAME, Chair of Emory's Department of ***, I write to seek your help in evaluating the research and scholarship of CANDIDATE, who will be reviewed for promotion to full professor during the upcoming year. In addition to the department's evaluation of CANDIDATE'S scholarship, teaching, and service, we seek candid, disinterested, detailed appraisals from distinguished scholars like you, who are specifically qualified to judge the candidate's achievement and promise in research and scholarship. Your evaluation will be considered confidential and will be available only to those Emory faculty members responsible for advising the Dean about this review, to appropriate administrators, and to Emory University's Board of Trustees.

CANDIDATE'S CV and research summary are available now to assist you in making your decision. If you click on "View Request" and then "I accept," you will have access to these materials (and will also have an opportunity to revise your response if needed). Otherwise, by clicking "I accept," you will be confirming that you are able to help us with this evaluation. You will then receive a second evaluation request through Interfolio which will give you access to CANDIDATE'S publications. We would appreciate receiving your evaluation by DATE.

Thank you for considering our request. We hope you will be able to help us with this important decision.

PROMOTION TO FULL PROFESSOR REVIEW – SENT WITH SCHOLARLY DOSSIER

We want to thank you again for graciously agreeing to assist us with our evaluation of CANDIDATE, who is being reviewed for promotion to full professor. Evaluations by distinguished scholars outside the University are an indispensable part of the review and we will be grateful for your analysis. Attached are the materials to assist you with completing your review. The materials provided are the candidate's CV, full research statement, and scholarly materials. Additionally, there is a single PDF file with the publications that CANDIDATE identified as their top five scholarly works published since earning tenure. You can access all of the materials by clicking on "View Request" and then "I accept."

Details about the standards for promotion in Emory College of Arts and Sciences (ECAS) can be found in the attached excerpts from the College's Principles and Procedures for Appointment, Promotion, and Tenure. These guidelines are used by Emory University in the review of all candidates.

[As a part of our COVID-19 mitigation efforts and our efforts to support faculty, ECAS has extended faculty the opportunity to include a COVID-19 Impact Statement with their tenure and promotion materials. This statement is not required. If a candidate wishes to include a COVID-19 statement with their research and scholarship materials, and they have given us permission to share this document with external reviewers, this document will be included in their dossier. You will also find attached a copy of the ECAS and Office of the Provost Guidelines for COVID-19 Statement.]

We are interested in your appraisal of CANDIDATE'S scholarly contributions as reflected in publications as well as in work accepted or submitted for publication. In your evaluation, we would like you to address the following, as evidenced in this body of work:

- 1) overall quality of research and scholarly achievements
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- 3) visibility of CANDIDATE
- 4) assessment of how CANDIDATE compares in achievement to outstanding scholars in the same field at comparable stages in their careers

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