ILLUSTRATIVE LETTER
Invitation to External Reviewers

_________________(DEPARTMENTAL LETTERHEAD)

_________________(DATE)

Dear

________________(NAME) is being considered for _______________ in the Department of
________________ at the University of South Florida. You have been recommended as a person highly
qualified to review and evaluate ______________ (HIS/HER) research/scholarly/creative contributions.
We believe external evaluations contribute substantially to the academic review process, and we
would greatly appreciate your willingness to serve in this capacity.

Under existing agreements and regulations, your written comments would become part of ____'s file
and be available for Professor ________’s review. If you are willing to accept our invitation, we solicit
your comments regarding the depth, originality, importance, significance, visibility, productivity, and
independent scholarship of (his/her) contributions. We do not, of course, expect you to make a
(tenure/promotion) recommendation as such. Your evaluative comments, however, based upon your
knowledge and appreciation of the field and its standards, will be a significant contribution to our
review. Please keep in mind that your comments should reflect appropriate norms, as you
see them,
for a candidate for (tenure/Associate Professor/Full Professor). Also, if you have had any relationship
with________________ in the past, please so indicate.

In order to complete our review I hope we might have your response by ________(DATE). Should you
decide not to accept our invitation to serve as an external reviewer for ____________ (NAME), we
would appreciate learning of that decision at your earliest convenience. A telephone call to me at
(813) 974-xxxx would facilitate our selection of another reviewer if you cannot accept our invitation. In
either case, please be assured that we are very grateful for your consideration of our request.

Sincerely,

_____________________________
(DEPARTMENT CHAIR)