[School Letterhead]

[Date]

[Internal Address]

Dear Professor X:

Dr. ABC EFG, Assistant Professor in the HIJ School of [Field] at the Georgia Institute of Technology, is a candidate for Tenure and Promotion to Associate Professor during the 2015-16 academic year. This process requires comments on the quality and impact of the candidate’s creative contributions from experts in the discipline outside of Georgia Tech.

You have been suggested as a reference who is knowledgeable and capable of making an assessment of Dr. EFG’s research/scholarship contributions and her stature in the profession. In addition to a collection of material representing her scholarship, I have include a copy of the candidate’s vitae. I have also enclosed a statement of accomplishments, which our Faculty Handbook limits to five pages.

We would greatly appreciate your help with this evaluation process. Please provide a candid assessment of the candidate’s productivity and the creativity of her work based on the intellectual products included in the package, along with any knowledge you might have of other contributions, including those in teaching and service. Most critically, your assessment of the candidate’s impact is deeply valued. It would be helpful for you to compare the candidate to leaders in the field at a similar career stage, and to indicate whether she would be a viable candidate for promotion and tenure at your institution.

It is the policy of the Georgia Institute of Technology to maintain the confidentiality of your evaluation to the greatest possible extent permitted by law. While the Georgia Open Records Act does apply, Dr. EFG has [has not] signed a statement that she will not request to see letters from outside referees or seek their identity. However, we ask that you indicate in your letter that you desire that it be treated as a confidential personnel document by including the following wording: *“By signing and submitting this reference letter, I expect that my identity will be kept confidential and that my letter will be treated as a confidential personnel document.”*

Your letter should be directed to me, and it will become part of the portfolio prepared for Dr. EFG. Please explicitly state your past/current relationship to the candidate in your letter.

We also request from you a brief (maximum 100 word) biosketch. Since your letter will be reviewed by others in the Institute who will not necessarily be familiar with you or your field, this information will provide perspective.

I will appreciate your sending the recommendation at your earliest convenience, but no later than [date]. Due to the time element involved, please email your letter to me at X@gatech.edu and follow up with a signed copy in the mail. Thank you for your cooperation.

Sincerely,

School Chair

Title