**Date**:

**To**: [Dean name, School]

[Department Chair name, Department]

[Department Chair email]

**RE**: Letter of Intent to apply for Tenure and/or Promotion and list of external evaluators

**From**: [Name, current rank and department, campus, email address, and mailing address]

I am writing to inform you of my intent to apply for [Tenure and Promotion to Associate Professor; or Tenure; or Promotion to Full Professor; etc.] in Department [name of department], [name of school] in the 2024-2025 Academic Year.

I joined Pace as [fill in rank] at the [fill in department name], [name of school) in [year], earned tenure in [year, if applicable], and have been serving as [fill in current rank, if applicable] since then.

I understand that at this time I have the opportunity to suggest external evaluators of my scholarly work, and to identify specific scholars to exclude from consideration as evaluators because their evaluations might be biased.

***NOTE****: Candidates can only select the external evaluators such that they satisfy an “arms-length” relationship, i.e. should be as independent as possible from the candidate. These “arms-length” external evaluators should have no or very limited personal, professional or academic relationships with the candidate that would cause them to be invested in the candidate’s promotion. Specific examples of “arms-length” evaluators to avoid when recruiting these external evaluators include former or current dissertation advisors, mentors or employers, and students, co-authors or scholarly collaborators in the last five years. Every precaution should be taken to ensure that evaluators are objective and credible. External letters are required and should not be professionally affiliated with the nominee, as a result of having in the last five years:*

* *been a supervisor or a trainee of the nominee;*
* *collaborated, published, or shared funding with the nominee, or have plans to do so in the immediate future;*
* *been employed by Pace University;*
* *feel for any reason unable to provide an impartial review of the nomination.*

***Note to candidate****: Include a list of external evaluators and their bio-sketches.*

1. *Full name*
2. *Email address*
3. *Title and School/Company affiliation; Area of expertise*
4. *Note of any prior interaction, if any*

*Example of the bio-sketch:*

*Dr. Abu Abdullah* [*abu.abdullah@duke.edu*](mailto:abu.abdullah@duke.edu)

*Bio: PhD, MBBS (MD), MPH Research Professor of Global Health, Duke Global Health Institute, Duke University. Professor of Global Health, Duke Kunshan University. Area of expertise: Global health and development; chronic disease prevention and control; health systems and policy research; and implementation science.*

*Relationship: I have met them at conferences, but they are arms-length.*

Scholars who possess the qualifications to objectively assess my scholarly dossier include: (list 10 names along with titles, areas of expertise and contact information – **make sure the email addresses are correct**)

1. Name: Dr. (or Professor or?) Email:  
   Bio: Area of expertise:  
   Relationship to candidate:  
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
2. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:  
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
3. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
4. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
5. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
6. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
7. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
8. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
9. Name: Dr. (or Professor or?) Email:  
   Bio:  
   Relationship to candidate:   
   Was the external ever a member of Pace? If so, when?  
   Was the external your dissertation advisor?  
   Was the external ever your supervisor or trainee? If so, when?  
   Have you ever worked with or published with external? If so, when?
10. Name: Dr. (or Professor or?) Email:  
    Bio:  
    Relationship to candidate:   
    Was the external ever a member of Pace? If so, when?  
    Was the external your dissertation advisor?  
    Was the external ever your supervisor or trainee? If so, when?  
    Have you ever worked with or published with external? If so, when?

Scholars who may be unable to provide an objective assessment of my scholarly accomplishments include: (Please provide names, if any)