To [Dean name, School] [School Representative]

[Department Chair name, Department]

RE: Letter of Intent and list of external evaluators

Date:

From: [Faculty Name, current rank and department, email 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 20[21]-20[22] 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.

Scholars who possess the qualifications to objectively assess my scholarly dossier include: (list at least 5 names along with titles, areas of expertise and contact information)



*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.*

Scholars who may be unable to provide an objective assessment of my scholarly accomplishments include: (Please provide name and contact information)