

Dear Professor

Dr., who is currently an Assistant Professor of at Koç University is being considered for promotion to the rank of Associate Professor.

As an integral component of our promotion procedures, we seek the evaluation of each potential candidate from prominent faculty members at other institutions. We would very much appreciate your help in evaluating Professor’s scholarly achievements.

To assist you in this evaluation, I am enclosing a current copy of Dr.’s resume and a selected sample of his current research publications and/or working papers.

In making your evaluation of Dr.’s accomplishments, it would be helpful if you could evaluate and comment upon the following:

- 1) Professor’s achievements and stature in comparison with other scholars in his field who are similar stages in their careers;
- 2) The strengths and weaknesses of his scholarship and the degree of recognition achieved within his discipline, noting any distinctive contributions;
- 3) The relevance of Dr.’s chosen topics and the scope and significance of his research interests and activities as they have made original or otherwise significant contributions to the discipline;
- 4) Whether, based on your knowledge of his work and the enclosed resume, Dr. would be a strong candidate for an Associate Professor position in a respectable department.
- 5) If you are familiar, Dr.’s teaching ability and performance and any additional insights that may be helpful to the College in determining whether or not to recommend that promotion be awarded.

All of your comments regarding Dr.’s scholarship will be held in strictest confidence by the promotion evaluation committee and the University.

We will be most grateful for your assistance in this important decision. We look forward to receiving your frank assessment before March 31, 20xx.