

SAMPLE EMAIL REQUESTING AVAILABILITY

Dear Dr. XXXXXX:

Dr. XXXX XXX is due to be reviewed for promotion to Associate Professor with tenure [Professor] in academic year YYYY-YYYY. We are in the process of developing a list of external evaluators for his case, and you were recommended as an eminent scholar in his/her field. I am emailing you now to ask about your availability. Would you be willing to serve as an external evaluator for Dr. XXXXX, and if so, would you be able to evaluate Dr. XXXX's case and submit your review letter no later than....[date]? We would send you Dr. XXXX's CV, his/her personal statement, examples of his/her scholarship, and the department's promotion criteria by[date].

I look forward to hearing from you concerning your availability by[date].

Sincerely,