

Dear NAME,

Thank you for agreeing to serve as an external reviewer for TENURE CANDIDATE'S application for tenure. This is a labor-intensive task, and your willingness to assist us in this review is deeply appreciated.

As each institution's process differs with respect to tenure, this letter provides some insight into Skidmore's process. Skidmore College is a selective, private liberal arts institution where our faculty subscribe to the teacher-scholar model. On average, our faculty teach five courses or the equivalent each academic year. Tenure and promotion files are evaluated according to three areas: teaching, scholarship, and service. We are asking you to address the candidate's scholarship. It is helpful if you would contextualize your relationship to the candidate in your letter and briefly describe your expertise in the candidate's field.

The applicant's file is reviewed by the home department or program, and a recommendation regarding tenure is made to the College's Appointments and Tenure Committee (ATC). ATC is a multidisciplinary committee of seven faculty representing four college divisions (i.e., humanities, social sciences, natural sciences, arts and professional programs). Your letter will be read by

- x Illuminate the nature of the scholar or artistic process, for example:
 - o What sort of intellectual, scholarly, or artistic effort was necessary to produce the work?
- x Evaluate the candidate's promise in making meaningful contributions in the future

In sum, we hope to receive evaluative letters that help illuminate the strengths and/or weaknesses of the candidate's work in appropriate disciplinary contexts. These kinds of letters are valued and most welcome.