The Department of Name of Department or Unit at Texas A&M University is considering CANDIDATE NAME for promotion from the rank of Current Rank and Extension Specialist to the Rank Sought and Extension Specialists.  Extension Specialist at the Texas A&M AgriLife Extension Service (part of the Texas A&M University System) are promoted on the basis of contributions to: Extension program development and planning, Extension program quality and impact, organizational support, cooperative and coordinated efforts, and scholarly contributions and professionalism. Recognition of the quality of the candidate’s work by their peers is a significant factor in the review process. We are contacting you because of your area of expertise and we would value your candid assessment of Candidate Name Extension programming efforts, scholarly contributions to Extension and the candidates’ discipline and future promise, including both areas of particular strength and areas needing improvement. Your scholarly and professional judgment will play an important part in our evaluation of CANDIDATE NAME for promotion.

We wish to note that at Texas A&M AgriLife Extension, promotion from one rank to another is based on accomplishment and not time in rank. In preparation for writing your review, please review the 2023 Professorial Career Ladder System for Extension Specialist Faculty document located at this web site <https://college.agrilife.org/aglsfacultyaffairs/wp-content/uploads/sites/119/2023/03/2023-Extension-Specialist-Career-Ladder-Guidelines_03.2023.pdf>

Based on the enclosed materials and any other knowledge you have of the candidate’s work or professional accomplishments, we would like your candid evaluation of CANDIDATE NAME Extension, scholarly contributions in relation to others of comparable experience in their field. In particular, we would appreciate your comments on the following issues:

1. How well and in which capacity do you know CANDIDATE NAME?
2. What is your critical assessment (both strengths and areas needing improvement) of the originality, quality, and impact of CANDIDATE NAME Extension programming and scholarship? To facilitate your evaluation of the work in detail, please review the candidate’s dossier which includes their position description, candidate’s 3-page Impact Statement, CV, and financial support chart.
3. Which, if any, of CANDIDATE NAME Extension programming and scholarly contributions do you consider to be outstanding?
4. Please describe the impact the candidate’s contributions has had and/or is likely to have to Extension audiences or on their subject matter discipline.
5. What is your overall assessment of CANDIDATE NAME trajectory? Is this faculty member likely to become one of the leading figures in the discipline in their region, in the state, nationally, and/or internationally?
6. What is your overall assessment of CANDIDATE NAME standing in relation to others in their peer group who are working in Extension in the same field?
7. Do you have any other comments that would be relevant to our deliberations, including observations about CANDIDATE NAME mentorship, leadership, and/or service?

Under the Texas A&M University System policy, your letter will become part of the official promotion packet for CANDIDATE NAME.  Please note that your review will be kept confidential; however, Texas is an open records state, and your review could be requested and relinquished.

It would be most helpful to receive your response by **Instruction on How to Respond and by when**. Also, please include a ½ page Bio.

We sincerely appreciate the time and effort such evaluation letters take, and thank you in advance for your important contribution to our program at Texas A&M AgriLife Extension Service. If you need further information, please contact Place Contact Name and Contact Information

Sincerely,

Department Head Name

Professor and Department Head