[Current Date]

Dr. [External Reviewer Name]:

The Department of [Department Name] at Texas A&M University is considering Dr. [Faculty Name] for promotion from the rank of [Current Faculty Title] and Extension Specialist, without tenure to the rank of [Promoted Faculty Title] and Extension Specialist without tenure. You are recognized as a national/international leader in a field related to Dr. [Faculty Name].

Faculty with the Texas A&M AgriLife Extension Service are promoted because of contributions in three areas: 1) Extension program and educational materials development and implementation, (to include Extension publications, videos, websites, etc.); 2) scholarly and/or creative contributions; and 3) service. The Extension Specialist Career Ladder document will provide greater clarity regarding Extension’s expectations in these categories. Recognition of the quality of the candidate’s Extension career thus far 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 Dr. [Faculty Name’s] accomplishments and future promise, including areas of strength and areas needing improvement. Your scholarly and professional judgment will play an important part in our evaluation of Dr. [Faculty Name] for promotion.

We wish to note that at Texas A&M University and the Texas A&M AgriLife Extension Service the promotion from [Assistant to Associate or Associate to Full Professor] is based on accomplishment and is not based on time in rank.

Under Texas A&M AgriLife policy, your letter will become part of the official promotion packet for Dr. [Faculty 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.

If you are able to assist us in this important process, I will immediately send to you the following items to assist in your evaluation of Dr. [Faculty Name]:

* Position Description
* Three-page statement on his/her scholarly accomplishments and goals
* Curriculum Vitae
* Copy of the Texas A&M AgriLife Extension promotion criteria (Extension Specialist Career Ladder)

If you would like to review additional materials, we would be happy to send them.

Please let me know if you can assist us out in this process. I request receipt of your evaluation letter by XXXXXXXX. We would also appreciate receiving your biography to include in the dossier packet.

Thank you so much!

Sincerely,

[Department Head Name]

[Department Head Title] Department of [Department Name]