

APPENDIX A

Template – Request review by external reviewer

Name

Street

City, State Zip Code

Dear Professor _____:

On behalf of the Department of _____ in the College of _____ at the University of New Mexico, I am writing to request your service as an external reviewer for _____ who has requested consideration for _____ (promotion to the rank of associate/full professor). The evaluations of outside reviewers are a necessary and valued component of the University of New Mexico's tenure and promotion review process. Therefore, we would very much appreciate your assistance in evaluating the merits of the candidate's record of research/scholarship/creative works, contributions to the discipline, and impact on the candidate's intellectual community.

Our review procedures require that experts in the candidate's field evaluate the candidate's scholarly or creative effectiveness, professional contributions and impact. Please note that quality and excellence are more important than quantity in evaluating the candidate's work. Attached is the candidate's curriculum vita, research/creative works statement, select publications/creative works, and the academic unit's tenure and promotion criteria.

We also note that this candidate was an active researcher in 2020 and 2021, during which the SARS-CoV-2 virus and the disease, COVID-19, that it causes, disrupted all aspects of faculty work. This candidate was in the cohort of scholars who had to pivot their courses online, work remotely, and in many cases manage their own children's education. Beginning Spring 2020 semester, as a result of the health crisis, and in response to state of New Mexico public health orders, access to research and creative facilities were significantly reduced, library services were restricted, and all student evaluations of teaching were suspended. Research disruptions, significant shifts in teaching modalities, limited childcare, and remote work persisted into the Fall 2020 and Spring 2021 semesters. We ask that you take this unprecedented event into consideration when evaluating the faculty candidate's work.

The University of New Mexico automatically extended all probationary periods for faculty impacted by this public health crisis. During your evaluation of this candidate's record, we ask you *not* to consider time since degree or time in rank; please assume that the candidate is coming up for review and promotion at the right time for our institution and refrain from any comment about time.

We ask external reviewers' letters to include a brief statement regarding your acquaintance with the candidate, and if you have any joint work with the candidate.

We ask that you provide an evaluation of the significance, independence, impact, and promise of the candidate's scholarship/creative works, as well as the candidate's national/international scholarly/creative reputation. If you could also provide your assessment of the appropriate independence or team nature of the candidate's work, that would be most helpful. We would like to receive your assessment of the originality and impact of the candidate's work. Has the candidate's work contributed to new lines of research or deepened our understanding of existing

debates within the discipline? Has the candidate demonstrated a meaningful and appropriately independent or team focused scholarly program? For candidates in the creative, visual, and performing arts, has the candidate had an impact within the field, reflecting recognition and respect among other professionals and scholars nationally or internationally. The more detailed your analysis and evaluation of the candidate's work, the more useful your review will be to our deliberations.

Every effort will be made to maintain the confidentiality of your evaluation within the limits established by law. Neither the names of the referees nor the identifiable contents of their letters will be shared with the candidate. Your letter of evaluation will be made available to the faculty tenure and promotion review committee in the Department of _____, and will become part of the candidate's file reviewed by appropriate committees and administrators at the college and university levels.

Your selection as a reviewer is based on the knowledge and appreciation that my colleagues and I have for your work in this field. However, institutional consideration of the candidate's case inevitably will entail review by faculty unfamiliar with this line of inquiry and with your own work and achievements. To assist those individuals in assessing the information you provide, please include a copy of your curriculum vita.

Please return your letter and copy of your current CV no later than _____ (date). If you have any questions or if you need further information, please feel free to contact me by phone at (XXX) XXX-XXXX or by e-mail: _____@unm.edu.

Thank you very much for taking the time to convey your professional evaluation.

Sincerely,

Chair/Director