

Date

Name

Address

Dear Dr:

The Department of _____ at Texas A&M International University is evaluating Dr. X for promotion. We would appreciate your candid assessment of Dr. X's scholarly contributions to help inform our decision-making process. Because we are collecting information on teaching and university service from other sources, you need not comment on these domains of the faculty role. We are only asking you to evaluate Dr. X's scholarly publications and their research record.

Texas A&M International University has over 8,500 students. We offer one Doctoral degree program and a collaborative doctoral degree program, 33 Masters Programs, and 51 undergraduate degree programs. The X (Dr. X's) Department is a Masters/Doctoral granting department. More about the Department can be learned from the Department's website: www.TAMIU.edu. TAMIU is currently classified as a comprehensive Master's institution.

Dr. X's package of publications and his/her vita has been included. Your response to these questions would be very helpful to us:

1. Do you know Dr. X, and if so, how long and under what circumstances have you known him/her?
Please also attach a copy of your current curriculum vita.
2. How would you describe the scholarly research contributions of Dr. X's publications? Which of his/her publications would you judge to be the most impactful, or significant and why?
3. Please evaluate Dr. X's development as a scholar and researcher compared to other faculty in the field and at a similar institution at a comparable stage of their careers?
4. Please describe Dr. X's academic potential and likely future contributions to the field?
5. Please feel free to provide any additional comments that you feel will help us complete our evaluation of Dr. X's quality as a scholar and university faculty member.

I would appreciate it if I could receive a letter from you (sent electronically will be great) no later than _____.

We are well aware that you are an extremely busy person, and we are truly grateful for your willingness to assist us in our evaluation of Dr. X. I am available to answer any of your questions. You may contact me via telephone (956) 326-XXXX or by email at: XXXXXXX@tamiu.edu.

Sincerely,

Name

Chair of Department of _____

Signature