

**APPENDIX B**

**UPDATED PEER REVIEW LETTER FOR PROMOTION/TENURE**

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: (Chair of \_\_\_\_\_ Committee)

RE: Evaluation for \_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_ (name of applicant), \_\_\_\_\_ ( Title/rank of the applicant), has been a faculty member at Ramapo College since \_\_\_\_\_. The applicant is a member of the \_\_\_\_\_ Convening Group and teaches in the area of \_\_\_\_\_ (field, discipline).

The applicant is eligible for and has plans to apply for promotion/tenure. Their application is being reviewed by \_\_\_\_\_ (name of committee).

Our process for promotion and tenure requires evaluations from outside peers who have knowledge of the applicant's professional experience and accomplishments (e.g., research, publications, presentations, exhibitions) and/or teaching (e.g., if the applicant has taught as a guest at your institution), and/or service to the field of expertise (e.g., leadership of professional organizations).

You have been named by \_\_\_\_\_ (name of applicant) as a person with knowledge of their professional experience and accomplishments in one or more of the above areas of their field of expertise.

Would you be willing and able to write an evaluation of this applicant addressing the areas listed above? We would appreciate receiving your answer to this request within two weeks, at which time we will send \_\_\_\_\_'s (name of applicant) Curriculum Vita (CV).

We would need to receive your written evaluation by May xxx (for Tenure letter) or November xx (for Promotion letter). You may email your evaluation to me at [FILL IN EMAIL ADDRESS] or mail it directly to me at [FILL IN ADDRESS].

Sincerely,