



# WPI

Faculty Governance Office  
Salisbury Labs, Room 225  
100 Institute Road  
Worcester, MA 01609-2280 USA

Date

Name

Affiliation

Email address

Dear Professor \_\_\_\_\_:

Thank you for agreeing to assist WPI's Committee on Appointments and Promotions by providing a letter of appraisal for one of our candidates for promotion. Professor \_\_\_\_\_ has been nominated for promotion to the rank of **Professor**.

The Committee has the responsibility for making recommendations to the Provost regarding faculty who have been nominated for promotion. For promotion to Professor, WPI expects high quality teaching and high quality scholarship/creativity as well as a record of scholarly contributions that demonstrates a positive external impact beyond WPI; service at a level appropriate to the rank is expected. At the end of this letter is a copy of WPI's *Criteria for Promotion in Academic Rank*, with further guidance for reviewers, especially in section D.1.4.

WPI endorses an inclusive definition of scholarship and recognizes that scholarly contributions may combine or cut across traditional categories of teaching, scholarship and service. I have enclosed an electronic copy of the candidate's promotion dossier, including a curriculum vitae, personal statement, teaching portfolio, scholarly artifacts and other material for your information.

We would like to receive your independent assessment of the quality and impact of the candidate's teaching, scholarship/creativity, and service. This assessment may be based on any or all of the material in the promotion dossier. We at WPI already have an intimate knowledge of the candidate's teaching and service to the university; however we believe that you may be able to help us evaluate the quality and external impact of the candidate's scholarly contributions. As a colleague well-recognized in the candidate's field or area of expertise, your independent appraisal of the candidate's contributions to, and standing in, the professional community would be very helpful.

We would appreciate receiving a letter from you that summarizes the nature of your professional relationship with the candidate, if any, and appraises the candidate's professional achievements. We are not asking you to make a recommendation for or against promotion, and we ask you not to speculate about whether the candidate might be promoted at another institution. Rather, we would like you to share with us your assessment of the candidate's strengths and weaknesses. The letter of appraisal will be read only by people who are directly involved in the evaluation of the nomination for promotion and will not be shown to the candidate or to anyone else. It will be destroyed following deliberations.

We appreciate receiving your reply by **August 15, 2017**, so that we will have time to incorporate your appraisal into our deliberations. We look forward to your assistance in this important matter. Please feel free to email your letter to Penny J. Rock, Faculty Governance Executive Assistant, at [prock@wpi.edu](mailto:prock@wpi.edu).

Yours sincerely,

\_\_\_\_\_, Chair  
Committee on Appointments and Promotions

---/pjr  
Enclosures



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Faculty Governance Office  
Salisbury Labs, Room 225  
100 Institute Road  
Worcester, MA 01609-2280 USA

Date

Name

Affiliation

Email address

Dear Professor \_\_\_\_\_:

Professor \_\_\_\_\_ has been nominated for promotion to the rank of **Professor**, and suggested that you would be able to assist WPI's Committee on Appointments and Promotions by providing a letter of appraisal.

The Committee has the responsibility for making recommendations to the Provost regarding faculty who have been nominated for promotion. For promotion to Professor, WPI expects high quality teaching and high quality scholarship/creativity as well as a record of scholarly contributions that demonstrates a positive external impact beyond WPI; service at a level appropriate to the rank is expected. Attached to this letter is a copy of WPI's *Criteria for Promotion in Academic Rank*, with further guidance for reviewers, especially in section D.1.4.

WPI endorses an inclusive definition of scholarship and recognizes that scholarly contributions may combine or cut across traditional categories of teaching, scholarship and service. I have enclosed an electronic copy of the candidate's promotion dossier, including a curriculum vitae, personal statement, teaching portfolio, scholarly artifacts and other material for your information.

We would like to receive your confidential assessment of the quality and impact of the candidate's teaching, scholarship/creativity, and service. We are quite interested in the quality and external impact of the candidate's scholarly contributions. Your appraisal of the candidate's contributions to, and standing in, the professional community would be very helpful.

We would appreciate receiving a letter from you that summarizes the nature of your professional relationship with the candidate, if any, and appraises the candidate's professional achievements. We are not asking you to make a recommendation for or against promotion, and we ask you not to speculate about whether the candidate might be promoted at another institution. Rather, we would like you to share with us your assessment of the candidate's strengths and weaknesses. The letter of appraisal will be read only by people who are directly involved in the evaluation of the nomination for promotion and will not be shown to the candidate or to anyone else. It will be destroyed following deliberations.

We appreciate receiving your reply by **August 15, 2017**, so that we will have time to incorporate your appraisal into our deliberations. We look forward to your assistance in this important matter. Please feel free to email your letter to Penny J. Rock, Faculty Governance Executive Assistant, at [prock@wpi.edu](mailto:prock@wpi.edu).

Yours sincerely,

\_\_\_\_\_, Chair  
Committee on Appointments and Promotions

---/pjr  
Enclosure

Each letter of request (to External Reviewers or Professional Associates) appends the criteria for promotion to the appropriate rank.

For Tenured/Tenure-Track Faculty, the criteria for promotion is in the Faculty Handbook, Part Two, Section 1.D.1.

For Non-Tenured/Tenure-Track Faculty, the criteria for promotion is in the Faculty Handbook, Part Two, Section 7.F.