Dear [External Referee]:

[Candidate] a [rank] in the [department] at Simon Fraser University is being considered for [tenure and/or promotion to [rank]].

In making a recommendation as to [candidate’s] suitability for [tenure and/or promotion], the Tenure and Promotion Committee looks to external referees to provide an objective assessment of the faculty member’s scholarly achievements to assist them in making a decision.

I have attached the following documents:

- a copy of the guidelines that we ask external referees to follow
- a copy of [candidate’s] curriculum vitae
- copies of at least three examples of [candidate’s] work, selected by the candidate

The Tenure and Promotion Committee would greatly appreciate receiving your evaluation of [candidate’s] scholarship by [date]. Please advise me at your earliest convenience if you are unable to provide an evaluation.
Appendix II – A11.01
Guidelines for External Referees
For Tenure-Track Faculty Being Considered for Tenure or Promotion

1. The role of an external referee is to provide the Tenure and Promotion Committee with an objective assessment of the faculty member’s scholarly achievements to assist the Committee in evaluating his/her scholarly performance.

2. Under provincial law and University policy, the faculty member will be provided with a version of your assessment that has been edited to protect your identity. For this reason, it would be helpful if you could provide your evaluation on a separate sheet from your covering letter, rather than on letterhead.

3. In preparing your assessment of the candidate's work we ask you to respond as fully as possible to each of the following items. This level of information will be extremely useful in informing the recommendations of the Tenure and Promotion Committee.

   a. Describe the extent to which you are familiar with the candidate's work and how well you know the candidate.

   b. Describe your view of the originality and creativity of the candidate's work.

   c. Assess the candidate's work in terms of the quality and importance of its contribution to the candidate's specific area of expertise and his/her subject generally. Which work is most important and why?

   d. Provide an assessment of the extent to which you believe the candidate's work has the potential for further development.

   e. Describe any other contribution you are aware the candidate has made to the development of his/her academic discipline.