

[Date]

Professor [First name] [Last name]

Department of [Department name]

St. Olaf College

Dear [First name]:

Professor [First name] [Last name] is being reviewed for tenure [and/or promotion to the rank of [title]] in academic year 20XX-XX. All non-tenured members of the Department of [Department name] who have completed at least two years of service at the college during the period of Professor [Last name]’s candidacy are to be invited to participate in the review process. I am writing to extend this invitation to you.

As indicated in the St. Olaf *Faculty Manual*, Section 4.VII.E.12, your observations concerning Professor [Last name]’s work, along with the observations of the other non-tenured members of the department, will be discussed in the dossier summary I will prepare as the initiator of Professor [Last name]’s candidacy. You are not expected to contribute a written statement for inclusion in Professor [Last name]’s dossier. Rather, you are invited to share information with me based on your knowledge of Professor [Last name]’s work in any and all areas with which you are familiar. If you wish to share your observations orally, you are welcome to schedule an appointment with me. If you prefer to share them in writing, please provide a paper copy to avoid the use of email for the discussion of confidential personnel matters.

For your reference, I have enclosed a copy of Professor [Last name]’s *curriculum vitae*. A complete and current copy of the *Faculty Manual* criteria and procedures for tenure and promotion reviews is available [here.](https://wp.stolaf.edu/doc/faculty-manual/) This document includes a detailed discussion of the college’s Standards for Faculty Evaluation in Section 4.VI, which I encourage you to consult as you prepare your remarks.

In order to meet college-wide deadlines for the completion of the dossier, I would appreciate receiving your comments by November 1. Your communications will be strictly confidential. The statement I prepare that includes a discussion of the views of the non-tenured members of the department will be read only by those who have access to the completed dossier and will not be shared with the candidate. If for any reason you are unable to contribute your opinion, please let me know as soon as possible. You are also welcome to contact me if you need additional information.

Thank you very much for your participation in this important process.

Sincerely,

[Name]

Chair, Department of [Department name]

*Enclosure: CV*