

[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]] during academic year 20XX-XX. Professor [Last name] [recently served][is currently serving] as [title of candidate’s administrative position], and reviews of this administrative work are to be included in [his][her][their] dossier. I am writing to request a statement from you for this purpose.

As indicated in the St. Olaf *Faculty Manual*, Sections 4.VI.B.3(c) and 4.VII.E.10, your review should discuss Professor [Last name]’s leadership, communication, and managerial skills. Specific examples, and information based on first-hand knowledge, will be of greatest assistance to the reviewers of the dossier.

For your reference, I have enclosed a copy of Professor [Last name]’s *curriculum vitae* and a copy of the position description. A complete and current copy of the *Faculty Manual* criteria and procedures for tenure and promotion reviews, including the criteria specific to administrative work, is available [here](https://wp.stolaf.edu/doc/faculty-manual/).

In order to meet college-wide deadlines for the completion of the dossier, I would appreciate receiving your review by November 1. As a contribution to Professor [Last name]’s dossier, your statement is strictly confidential and will be read only by those who have access to the completed dossier; it should not be shared with the candidate. If for any reason you are unable to comment on Professor [Last name]’s administrative work, 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]

*Enclosures: CV, Position description*