# logo for UNLV Office of Faculty Affairs

# Template for First Contact – All Solicitations

**NOTE: As of the 2021-22 Tenure and Promotion Cycle, UNLV is exclusively using UNLV Folio to solicit external reviews.**

**It is suggested that you send a solicitation query via email prior to formally soliciting reviews via UNLV Folio. The text below is a template for such initial queries.**

This fall, the [Department/School/College] of [Unit] at the University of Nevada, Las Vegas (UNLV) will be considering [Assistant/Associate] Professor [Full Name] for tenure and promotion to the rank of [Rank]. [Dr./Mr./Ms.] [Last Name] is a [brief description of profession] whose [research/creative activity] addresses [synopsis of research or creative activity].

In accordance with the policy of our university, I am writing to prominent [scholars/artists] in [Dr./Mr./Ms.] [Last Name]’s [area of inquiry/artistic endeavor] to ask them to evaluate [his/her/their] [scholarly/creative] record. Because of your distinction in the field, we would greatly value your recommendation on the matter of [Dr./Mr./Ms.] [Last Name]’s [scholarship/creative activity].

If you have the time to perform this review during the summer, we will send you a formal solicitation containing an electronic copy of [Dr./Mr./Ms.] [Last Name]’s curriculum vitae [other materials,] and several representative [publications/creative outputs] within the next two weeks. We will also include a copy of the unit guidelines for [tenure and promotion/promotion] via UNLV Folio, our faculty information management system.

We are interested [only/primarily] in your assessment of the quality and impact of [Dr./Mr./Ms.] [Last Name]’s [scholarly/creative] work [and are not asking you to comment on teaching or service accomplishments/but would also welcome your comments on teaching and professional service].

To complete your evaluation, you will access all the materials you need via UNLV Folio, and will upload both your evaluation and a current CV via that system. We have provided [this 4-Step Guide for External Reviewers](https://www.unlv.edu/sites/default/files/page_files/27/4-Step-Guide-for-External-Reviewers.pdf) to help you with the process.

We request that you provide your evaluation no later than July 15 to meet the timeline required to move through our internal process. If you have an interest in providing a review letter, but cannot meet this deadline, please reach out to me directly.

I hope that you will be able to evaluate [Dr./Mr./Ms.] [Last Name]’s [scholarly/creative] record from the perspective of an unbiased external reviewer. If you are unable to do so or have a conflict in this matter, please let me know. I look forward to hearing from you.

Thank you for your consideration of this request.

Sincerely,

[Full Name]

[Chair/Director], [Department/School/College] of [Unit]