

# Template for Formal Solicitation of External Reference - Tenure

**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 download this document and amend it to be applicable to the pending application. After you have entered information about the reviewers, you should copy/paste this into the “Message to Evaluator” field and then complete the other required fields and link to the necessary documents before sending the solicitation.**

Thank you again for agreeing to serve as an external referee for [Assistant/Associate] Professor [Full Name]’s application for tenure and promotion to the rank of [Associate Professor/Professor] at the University of Nevada, Las Vegas (UNLV). The evaluation of candidates for tenure and promotion is a time-consuming task requested from members of the professoriate who are already very busy. We appreciate your willingness to provide assistance with this very important matter.

Founded in 1957, UNLV is a doctoral degree-granting institution with approximately 31,000 students and more than 4,000 faculty and staff. To date, UNLV has conferred more than 148,000 degrees, producing more than 135,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 very high research university. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating UNLV Health, an academic health center for Southern Nevada that includes the Kerkorian School of Medicine. UNLV is located on a 332-acre main campus with two satellite campuses in Southern Nevada.

UNLV's [Department/School/College] of [Unit] was established in [year] and has [number] tenured faculty members and [number] on the tenure track. We also have [number] nontenure-track faculty members and [number] part-time instructors. The [department/school/college] has graduated approximately [number] undergraduates and [number] graduate students. The department offers [list of degrees] degrees in [list of majors].

To complete your evaluation, we ask that you access all the materials needed via [UNLV Folio](https://www.unlv.edu/ofa/processes/unlvfolio), and upload both your signed evaluation on institutional letterhead (as a Word or pdf file) along with your current CV. We have provided [instructions for using UNLV Folio](https://product-help.interfolio.com/m/33238/l/840667-for-external-evaluators-guide-to-providing-requested-evaluations-in-interfolio-review-promotion-and-tenure) to provide your evaluation, including a brief tutorial video.

Note that [NAME] [has /has not] waived [his/her] right to see these letters, so please consider your letter [confidential/not confidential].

The files available via UNLV Folio include [Dr./Mr./Ms.] [Last Name]’s curriculum vitae; copies of [articles, reports, and papers/creative outputs] that have been published or accepted for publication; and other relevant materials, as well as a copy of our unit guidelines for tenure and promotion.

We ask you to form your evaluation of the candidate on the basis of the included materials and our unit guidelines for tenure and promotion rather than on any standards that may exist within your own institution:

{INSERT RELEVANT TEXT FROM UNIT T&P GUIDELINES.}

Successful applicants for tenure and promotion at UNLV must demonstrate significant peer-reviewed accomplishments at the point of tenure, as demonstrated by independent activity in research, scholarship, or creative activity. Therefore, please provide your candid assessment of the scope, quality and significance of [Dr./Mr./Ms.] [Last Name]’s [scholarly/creative/artistic] activity. In addition, please indicate if you know the candidate, and in what capacity, disclosing any potential conflicts of interest.

As I noted in my prior email, we would like your evaluation and CV to be submitted by July 15, via UNLV Folio. Please let me know immediately if you have any difficulty in submitting your evaluation by this date. If you have any questions, or if you would like any additional materials, please don’t hesitate to contact me.

Again, I greatly appreciate your service to the profession in undertaking professional service activity.

Sincerely,

[Full Name]

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