

## **COVER SHEET FOR OUTSIDE LETTERS SECTION OF PROMOTION AND TENURE BINDERS**

1. Chair's (or dean's) description of solicitation process for outside letters.

Describe procedure for selecting names; describe use of letters in departmental deliberations. The candidate should have some role in selecting evaluators of his or her work. This role should be agreed upon by members of the department (or unit) and should be consistent among its candidates.

2. Checklist:

\_\_\_\_\_ Number of outside letters solicited **(It is strongly advised that a minimum of (5) five letters be solicited.)**

\_\_\_\_\_ Total number of replies (All letters soliciting evaluations and all responses must be included and must be placed in the outside letters section of the ebinder. Do not count a "decline to write" as a reply.)

3. For each outside letter requested attach the *Individual Cover Sheet for Each Outside Letter Requested* to the reviewer's response (if reviewer responded). Payment of honoraria to writers of outside letters must be reported in the Chair's (Dean's) Letter in the ebinder.