

Form Letter to External Referee:

**Tenure as an Assistant Professor
Category 4: Research and Scholarly Work**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Assistant Professor in the Department of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 4: Research and Scholarly Work**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the research and scholarly work must be assessed, using the appropriate **University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. The Department Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The College Standards define College wide expectations, while the University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

"The primary and essential evidence in this category is publication in reputable peer-reviewed outlets or, in the case of performance of artistic work, presentation in reputable peer-reviewed venues."

"Evaluation . . . will address the quality and significance of the work."

"There must be compelling evidence that a body of high quality scholarly work has been completed beyond that demonstrated at appointment."

"There must also be evidence of the promise of future development as a scholar, including the presence of a defined program of research or scholarship."

"Evidence of the ability to obtain adequate research funding will be required if specified in the College standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, his/her statement regarding his/her research and scholarly work, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from *[insert applicable date]* to the present. His/Her curriculum vitae contains information on other aspects of his/her career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 4.

Also provided are copies of the Department *[where applicable]*, College and University Standards. The sections most relevant to the external review are the introductions to **Category 4: Research, Scholarly and/or Artistic Work** (page 7) work as well as the specific section **For Tenure as Assistant Professor** (page 8). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets the standards, or does not meet the standards, for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the Department Renewals and Tenure Committee and to the College and University Review Committees.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

Sincerely

DEPARTMENT HEAD