*LETTER FOR FACULTY MEMBER BEING HIRED FROM OUTSIDE OHIO STATE*

**Date**

Professor **First name Last name**

Department of **Dept Name**

**XXX** Street

**XXX City State**

Dear **Professor XXX**,

The **Department/School of XXX** at The Ohio State University is considering appointment of Professor **XXX** at the level of **Associate/Full** professor with tenure. An appointment at this level requires approval by the College of Arts & Sciences and the Office of Academic Affairs, and the review process includes a requirement for letters from experts in the field.

I am attaching a copy of Professor **XXX**’s curriculum vitae and copies of the following materials: **[list]**

I would appreciate it if you can comment briefly on the quality and significance of the overall research program, including its distinctive contributions to and impact on the field, both current and prospective. Given the time constraints for this review, we recognize that you may not be able to offered detailed comments on individual works, but we would appreciate any comments you are able to provide. We are also interested in your opinion of Professor **XXX**’s national or international reputation in the field and of how his/her achievements compare to that of others who are at a similar stage in their careers.

Under the Ohio Public Records Act, all documents related to promotion and tenure reviews, including letters of evaluation, are public records subject to lawful requests to the university for viewing and/or copies. While we cannot promise confidentiality, these documents are rarely requested. In the unlikely event that anyone requests access to your letter, we will be required to comply with that request.

Thank you for your time and effort in responding to this request. If for any reason you will not be able to evaluate this candidate or if you have any questions about this process, please contact me at **[phone number/email]** immediately. As this is a time-sensitive process, I would appreciate receiving your response by **[date]**.

Sincerely,

**First name Last name** =

**Chair, Department of XXX**