

# Template for Solicitation of External Reference – FIR Promotion

**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 [Dr./Mr./Ms.] [Full Name]’s application for promotion to the rank of [Associate/Full] Professor in Residence at the University of Nevada, Las Vegas (UNLV). I am asking you to serve as a professional external referee of [Dr./Mr./Ms.] [Last Name]’s teaching portfolio. The evaluation of candidates for promotion is a time-consuming task imposed on members of the profession who are already very busy, and we appreciate your assistance with this 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 nearly 135,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. 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 and 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, you will access all the materials you need via [UNLV Folio](https://www.unlv.edu/ofa/processes/unlvfolio), and will upload both your evaluation (as a Word or pdf file containing a signature on your institution’s letterhead) and a current CV via that system. We have provided i[nstructions 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, other relevant materials, and 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 promotion rather than on any standards that may exist within your own institution:

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

As I noted in my prior email, we need your evaluation by [DATE], submitted (along with your CV), via UNLV Folio. Please let me know immediately if you have any difficulty in submitting your evaluation by then. 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 this review.

Sincerely,

[Full Name]

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