**Annexure 8/2**

**External Evaluator Solicitation Letter Template for Promotion to Associate Professor or Professor**

Dear Professor YY:

Thank you for agreeing to evaluate applicant’s qualifications for promotion to Associate Professor/Professor. We know that formulating a well-considered response to such a request is no small task. We want to assure you that your response will be carefully reviewed and treated as an important factor in reaching a decision that is in the best interests of the applicants and Royal University of Bhutan.

With this letter, we have enclosed a copy of applicants’ curriculum vitae, and copies of supporting documents. Please contact us if you require further information.

We seek a specific evaluation, including a judgment of the applicants’ accomplishments and impact as a researcher and scholar. *We request you to begin by describing any relationship you might have with the applicant.* After that, please help us by addressing the following questions and topics in your evaluation of each applicant based on the CV:

1. How does the applicant compare to academics (in your university) at similar level and also with the best academics in the field? Specific comparisons would be helpful.
2. What is the level of scholarly and/or creative work of the applicant in your assessment?
3. How would you rate the applicant’s potential for contributions to the University/society?
4. We would appreciate your assessment on the applicant’s service to the profession at the local, national or international level.
5. Finally, we would greatly appreciate your honest assessment as to whether the applicant should be promoted to Associate Professor/Professor.

Please accept our sincere gratitude for undertaking this task. We will need to receive your letter by [date]. If you are unable to provide the evaluation, we would be obliged if you could let us know as soon as possible and recommend others who are appropriate for this task.

Thank you very much for your participation in this process.

Sincerely,

***(Source: Boston University)***