

**SAMPLE LETTER TO INTERNAL EVALUATORS  
FOR EXTENSION EDUCATOR PROMOTION**

Dear \_\_\_\_\_:

Mr./Ms./Dr. \_\_\_\_\_, (title) has asked to be considered for promotion to \_\_\_\_\_. Prior to recommending promotion, our organization seeks the opinions of the candidate's peers. In the belief that you may be familiar with his/her scholarship, I would like to ask for your confidential letter of assessment regarding the appropriateness of these actions. Please do not comment on whether Mr./Ms./Dr. \_\_\_\_\_ should be promoted.

Mr./Ms./Dr. \_\_\_\_\_ is located in at the \_\_\_\_\_ County Cooperative Extension Office with a specialization in \_\_\_\_\_. The largest demand on an extension educator's time is teaching, but we expect the educator to be engaged in professional and organizational service and other scholarly and creative works that may be appropriate to their particular position.

Enclosed you will find Mr./Ms./Dr. \_\_\_\_\_'s dossier, along with copies of materials selected by the candidate. Also enclosed is our organization's criteria for promotion. We would find it most helpful to receive your reactions to the following:

1. In what capacity, if any, do you know Mr./Ms./Dr. \_\_\_\_\_? If you have had interactions with him/her, please briefly describe the context of these interactions.
2. Do the quality and quantity of Mr./Ms./Dr. \_\_\_\_\_'s works compare with other extension educators at the rank being considered?
3. Teaching and the resulting program impact of an extension educators work is the ultimate measure of effectiveness on the local audience. Please comment on Mr./Ms./Dr. \_\_\_\_\_'s teaching quality, quantity and documented impact.
4. How significant an impact has Mr./Ms./Dr. \_\_\_\_\_ made upon his/her field of specialization? Can you identify any major contributions Mr./Ms./Dr. \_\_\_\_\_ has made to the field of \_\_\_\_\_ and compare his/her work to other field educators in the field?
5. Service to the profession and the organization are important considerations for any university professional. Please comment on Mr./Ms./Dr. \_\_\_\_\_ service to the profession and Penn State.

As a final part of this request, I would appreciate it if you would enclose, with your letter of evaluation, a copy of your latest curriculum vita or a brief biographical statement to assist me in writing a brief description of the professional accomplishments of the people who write external letters for candidates.

While I fully realize the burden of time and effort my request imposes, a response by \_\_\_\_\_ would be deeply appreciated (although we will welcome a later response). My office fax number is \_\_\_\_\_ and you may use this method of transmittal for your response with assurances of confidentiality.

I will be grateful to have your opinions in this important matter, and would like to thank you in advance for your help.

Sincerely,

Regional Director

Enclosure: Promotion Criteria