**SAMPLE EXTERNAL REVIEW REQUEST MEMO**

August XX, 20XX

TO: [First Name] [Last Name], Dean

 [College Name]

FROM: [First Name] [Last Name], Chair/Director

 [Department/School Name]

SUBJECT: Request for External Review for [Candidate's Name]

As the chair of the [Department/School Name], I am requesting an external review for [Candidate's Name]. Letters of evaluation from experts who are working in the same specific field of research as [Candidate's Name] are necessary to do a full, thorough, and fair evaluation of the professional growth of this candidate. The material submitted to the outside reviewers will be copies of [Candidate's Name] curriculum vitae, professional growth statement, and five professional growth significant items.

The following individuals will be contacted to submit an external review regarding [candidate's name]:

1. [Name, Title, Address]
2. [Name, Title, Address]
3. [Name, Title, Address]
4. [Name, Title, Address]
5. [Name, Title, Address]
6. [Name, Title, Address]