

June 1, 2023

Professor Name

Address

Address

City, State Zip

Dear Professor [Name]

Thank you for agreeing to serve as an external evaluator for Professor Annie Chalex-Boyle. Prof. Chalex-Boyle has made an application for promotion to full professor, and your service will be invaluable to this process. As part of your review, it is important to note that Prof. Chalex-Boyle was hired at the rank of Assistant Professor and currently serves as an Associate Professor. Enclosed are links to Prof. Chalex-Boyle's curriculum vita and representative materials for use in preparing your evaluation.

All outside letters of evaluation are open-record and will be seen by the candidate for promotion, along with appropriate individuals and committees who will be charged with the task of assessing the quality of work within our faculty member's contribution to the field. Your letter need not be more than a page or two in length and should be sent on appropriate institutional letterhead.

Please do not address whether Prof. Chalex-Boyle should be promoted or make comparisons to specific criteria at your institution. Instead, we ask that you focus on the reputation and relevance of Prof. Chalex-Boyle's professional activity in the field. While external evaluators are primarily tasked with evaluating research and creative activity in their letters, we understand that the nature of our positions often integrates teaching and service within a research/creative activity profile. With that, you may feel free to include remarks based on the entirety of the materials presented in the dossier. Also, it is important to our process that you briefly describe your relationship with the candidate, if one exists.

Information regarding tenure and promotion at Texas Tech University can be found within the following operating policy and procedure: <https://www.depts.ttu.edu/opmanual/OP32.01.php>

Link to candidate materials: [Link to materials here]

Personnel actions at Texas Tech occur earlier in the year than at many other universities. For this reason, we will need your letter no later than **August 1, 2023**.

Please address your letter to:

Dr. Andrew Stetson  
Director, School of Music  
Texas Tech University  
Box 42033  
Lubbock, TX 79409

You may email a signed PDF to the Director's Office Assistant, Nicole Wyatt, at [Nicole.Wyatt@ttu.edu](mailto:Nicole.Wyatt@ttu.edu)

If you have any questions, please contact Andrew Stetson at [andrew.stetson@ttu.edu](mailto:andrew.stetson@ttu.edu) or call (806) 834-4069.

Thank you for your service.

Sincerely,



Dr. Andrew J. Stetson