**Template letter for use by departments in writing to external assessors**

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| **STRICTLY CONFIDENTIAL** |  | Ref.  [DATE] |

Dear X,

Reference for [NAME]

The [DEPT] proposes to recommend to the Social Sciences Division (University of Oxford) that the title of Associate Professor be conferred upon [NAME].

I am writing to ask you to act as an external assessor. It would be of considerable help if you would comment on the quality of [NAME]’s research and confirm that it is of a standard (in terms of both quality and quantity) equivalent to that required for confirmation in post as an Associate Professor, as set out below:

[DEPT TO INSERT ITS RESEARCH CRITERIA FOR REAPPOINTMENT TO THE RETIRING AGE FOR ASSOCIATE PROFESSORS]

I also attach [NAME]’s CV.

All evaluations received will be treated as confidential, and held in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation. However, applicants have the right to request a copy of their evaluation under the GDPR. In this event, you would be asked for your views on disclosure before the University responded to the request.

It would be most helpful if you could let me have your comments (via email) by **[DATE]**.

Thank you very much for your help.

Yours sincerely,