**RECORD OF EXTERNAL LETTERS FOR CATO COLLEGE OF EDUCATION PROMOTION/ TENURE REVIEWS:**

**EVALUATION OF QUALITY/ IMPACT OF SERVICE/OUTREACH/ENGAGEMENT/LEADERSHIP**

Candidate’s Name: Academic Unit:

| *Name & Address of External Reviewer* | *Affiliation & Position* | *Reason for Invitation/Expertise/Experience in Areas of Candidate’s Service/Leadership Activities* | *Suggested by:**\**  *(check one)*  *Candidate Unit Head/*  *Dean* | |
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**\* In this area of professional contributions, the Candidate will select most reviewers since reviewers should have deep knowledge of and experience with the candidate’s efforts. In addition to those reviewers who have worked directly with the candidate, in those cases for which a case is being made for distinction in service, external reviewers who have not worked directly with the candidate but who have the capacity to evaluate the quality and impact of the work should be added to the list.**

Signature of Unit Head/Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_