

**Form Letter to External Referee: Promotion to Professor
Category 4: Research and Scholarly Work
Non-Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for promotion to the rank of Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 4 : Research and Scholarly Work**.

Promotion to Professor requires review of the candidate's research and scholarly work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the research and scholarly work must be assessed, **using the appropriate University of Saskatchewan promotion standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

"The primary and essential evidence in this category is publication in reputable peer-reviewed outlets or, in the case of performance of artistic work, presentation in reputable peer-reviewed venues."

"Evaluation . . . will address the quality and significance of the work."

"There must be compelling evidence of significant achievement in scholarly activity."

"Candidates will demonstrate . . . that the results of their research, scholarly and/or artistic work have made a contribution sufficient, to be recognized as substantial by authorities in the field in other parts of Canada or other countries as appropriate."

"There must also be evidence of leadership in the establishment and execution of a clearly defined program of research and scholarship and a positive indication that the candidate will maintain activity in research and scholarly work."

"Evidence of the ability to obtain adequate research funding will be required if specified in the College standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) research and scholarly work, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from the date of Dr. _____'s last promotion, [*insert applicable date*], to June 30th of this year. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 4. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introduction to **Category 4: Research and Scholarly Work** (page 7) as well as the specific section **For Tenure as or Promotion to Professor** (page 9). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for promotion to Professor at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Promotions Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Promotion to Professor
Category 5: Practice of Professional Skills
Non-Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for promotion to the rank of Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 5 : Practice of Professional Skills**.

Promotion to Professor requires review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the professional practice and scholarly work must be assessed, **using the appropriate University of Saskatchewan promotion standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting."

"Research and scholarly work is creative intellectual work which is in the public realm and which has been subjected to external peer review." "Evaluation . . . will address the quality and significance of the work."

"The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged."

"There must also be compelling evidence . . . that: 1) the candidate has demonstrated a sustained high level of performance in the practice of the profession and established a reputation for expertise in the fields among colleagues and, 2) the candidate has made a significant contribution to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of leadership in the establishment and execution of a clearly defined program of scholarship and a positive indication that the candidate will maintain activity in scholarly work..."

"Evidence of the ability to obtain adequate research funding will be required if specified in the college standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) practice of professional skills, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from the date of Dr. _____'s last promotion [*insert applicable date*] to June 30th of this year. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 5. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introduction to **Category 5: Practice of Professional Skills** (page 9) as well as the specific section **For Tenure as or Promotion to Professor** (page 12). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for promotion to Professor at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Promotions Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as an Assistant Professor
Category 4: Research and Scholarly Work
Non-Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Assistant Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 4 : Research and Scholarly Work**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the research and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

"The primary and essential evidence in this category is publication in reputable peer-reviewed outlets or, in the case of performance of artistic work, presentation in reputable peer-reviewed venues."

"Evaluation . . . will address the quality and significance of the work."

"There must be compelling evidence that a body of high quality scholarly work has been completed beyond that demonstrated at appointment."

"There must also be evidence of the promise of future development as a scholar, including the presence of a defined program of research or scholarship."

"Evidence of the ability to obtain adequate research funding will be required if specified in the College standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) research and scholarly work, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 4. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introductions to **Category 4: Research and Scholarly Work** (page 7) work as well as the specific section **For Tenure as Assistant Professor** (page 8). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets the standards, or does not meet the standards, for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as an Assistant Professor
Category 5: Practice of Professional Skills
Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Assistant Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 5 : Practice of Professional Skills**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the professional practice and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for tenure decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting."

"Research and scholarly work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

"Evaluation . . . will address the quality and significance of the work."

"The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged."

"There must also be compelling evidence . . . that: 1) the candidate is developing a leadership role in the field of specialization with provision for further development; and 2) the candidate is contributing to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of the promise of future development as a practitioner and scholar including the presence of a clearly defined program of scholarship."

"Evidence of the ability to obtain adequate research funding will be required if specified in the college standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) practice of professional skills, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 5. Also provided are copies of the [College/School](#) and University Standards. The sections most relevant to the external review are the introductions to **Category 5: Practice of Professional Skills** (page 9) work as well as the specific section **For Tenure as Assistant Professor** (page 11). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as an Associate Professor
Category 4: Research and Scholarly Work
Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Associate Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 4 : Research and Scholarly Work.**

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the research and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards.** The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

"The primary and essential evidence in this category is publication in reputable peer-reviewed outlets or, in the case of performance of artistic work, presentation in reputable peer-reviewed venues."

"Evaluation . . . will address the quality and significance of the work." "There must be compelling evidence of significant achievement in scholarly activity."

"Candidates will demonstrate . . . that the results of their research, scholarly and/or artistic work have made a contribution sufficient, to be recognized by colleagues in their field in other parts of Canada or internationally."

"There must also be evidence of a program of research or scholarship, clearly defined ... and a positive indication that the candidate will maintain activity in research and scholarly work."

"Evidence of the ability to obtain adequate research funding will be required if specified in the College standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) research and scholarly work, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 4. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introductions to **Category 4: Research and Scholarly Work** (page 7) work as well as the specific section **For Tenure as or Promotion to Associate Professor** (page 8). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets the standards, or does not meet the standards, for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as an Associate Professor
Category 5: Practice of Professional Skills
Non- Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Associate Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 5 : Practice of Professional Skills**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the professional practice and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for tenure decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting."

"Research and scholarly work is creative intellectual work which is in the public realm and which has been subjected to external peer review" "Evaluation . . . will address the quality and significance of the work."

"The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged."

"There must be compelling evidence . . . that: 1) the candidate has established a significant leadership role in the field of specialization... and 2) the candidate has contributed to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of the promise of continuing development as a practitioner and scholar,... including the presence of a clearly defined program of scholarship."

"Evidence of the ability to obtain adequate research funding will be required if specified in the college standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) practice of professional skills, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 5. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introductions to **Category 5: Practice of Professional Skills** (page 9) work as well as the specific section **For Tenure as or Promotion to Associate Professor** (page 11). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as Professor
Category 4: Research and Scholarly Work
Non-Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure at the rank of Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 4 : Research and Scholarly Work**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the research and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for promotion decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."

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"Candidates will demonstrate . . . that the results of their research, scholarly and/or artistic work have made a contribution sufficient, to be recognized as substantial by authorities in the field in other parts of Canada or other countries as appropriate."

"There must also be evidence of leadership in the establishment and execution of a clearly defined program of research and scholarship and a positive indication that the candidate will maintain activity in research and scholarly work."

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For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) research and scholarly work, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 4. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introductions to **Category 4: Research and Scholarly Work** (page 7) work as well as the specific section **For Tenure as or Promotion to Professor** (page 9). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets the standards, or does not meet the standards, for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

**Form Letter to External Referee: Tenure as Professor
Category 5: Practice of Professional Skills
Non Departmentalized College**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure at the rank of Professor in the [College/School](#) of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 5 : Practice of Professional Skills**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the professional practice and scholarly work must be assessed, **using the appropriate University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. In non-departmentalized colleges, the [College/School](#) Standards are the primary criteria for tenure decisions and include specific criteria relevant to disciplines and professional practices. The University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting."

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"The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged."

"There must also be compelling evidence . . . that: 1) the candidate has demonstrated a sustained high level of performance in the practice of the profession and established a reputation for expertise in the field ...and; 2) the candidate has made a significant contribution to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of leadership in the establishment and execution of a clearly defined program of scholarship and a positive indication that the candidate will maintain activity in scholarly work..."

For your information, I have enclosed Dr. _____'s curriculum vitae, [his/her](#) statement regarding [his/her](#) practice of professional skills, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [\[insert applicable date\]](#) to the present. [His/Her](#) curriculum vitae contains information on other aspects of [his/her](#) career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 5. Also provided are copies of the [College/School](#) and the University Standards. The sections most relevant to the external review are the introductions to **Category 5: Practice of Professional Skills** (page 9) work as well as the specific section **For Tenure as or Promotion to Professor** (page 12). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for tenure at the University of Saskatchewan. Please mark your letter confidential and return it directly to me. Your assessment will not be seen by the candidate, but will be available to the [College/School](#) Renewals and Tenure Committee and to the University Review Committee.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.