Dear XXX

I am seeking your assistance to act as an External Assessor in relation to my application for promotion to [level of promotion being sought].

As part of the Faculty Promotion process, University College Dublin requires that a candidate nominate three potential External Assessors.

Where it is satisfied that a prima facie case for promotion has been established, the Faculty Promotions Committee will approve two/three External Assessors, including one nominated by the candidate.

Should the UCD Faculty Promotions Committee select you as an External Assessor, my application, along with supporting documentation for use in your assessment of my application, will be sent to you, in electronic format, by UCD Human Resources.

An External Assessor is required to assess an application for promotion based on the candidate’s achievements in Research, Scholarship and Innovation, Teaching and Learning and Leadership and Contribution, guided by the dimensions outlined in the attached Development Framework for Faculty.

In addition, External Assessors will be invited to comment on:

* Whether there is clear evidence of an upward trajectory and forward-looking agenda;
* Whether the case meets international standards for promotion to the relevant level;
* How the application compares with recent successful applications for promotion to the equivalent level within the assessor’s own institution.

The Faculty Promotion Committee has established guidelines in relation to real or perceived conflict of interest of individuals assisting in the process.  As part of the assessment, you will be asked to comment on your knowledge and interaction with me and the committee may determine that there could be a perceived conflict of interest. A copy of the conflict of interest guidelines is attached for your information. If you feel that your relationship with me may constitute a conflict of interest, please contact promotions@ucd.ie for clarification.

I should draw your attention to the fact that the University comes under the terms of the Freedom of Information Act 2014.

I would be pleased if you would inform me at your earliest convenience if you are available and willing to act as an External Assessor, subject to selection by the UCD Faculty Promotions Committee.

Yours sincerely

