FSU | OFFICE OF FACULTY DEVELOPMENT & ADVANCEMENT

Individual Cover Sheet for Each Outside Letter Requested

1. **Name, position, and institution of reviewer:**

2. **Reviewer's standing in the profession** **(If reviewer is not a higher rank, include justification of equivalent national standing):**

3. **Certification: The chair/director (or dean), after consultation with the candidate, will either certify that no professional relationships exist between the candidate and outside evaluator or will provide justification that the outside letter contains an unbiased assessment despite the relationship. Relationships include, but are not limited to, student-teacher, colleagues in graduate school, former departmental colleagues, or co-authors.**

   _____ Relationships do not exist.

   _____ Relationships do exist (justification follows). Justification:

4. **Comments should reviewer not respond:**