TO: Chairs and Directors
FROM: Kelly Damphousse
DATE: April 5, 2016
RE: Guidelines for Approving Tenure & Promotion External Reviewers

As you begin the tenure and promotion review process for the 2016-2017 academic year, an early task is securing Dean’s Office approval of your list of proposed external evaluators. The Chair is responsible for the selection of the external reviewers, subject to approval by the Dean’s Office. In so doing, please use the following College guidelines:

- The College of Arts & Sciences requires that at least six confidential letters of evaluation be included in dossiers for both tenure and promotion and for promotion-only cases. These letters must be from off-campus scholars or distinguished professionals in the candidate’s field and should provide an independent, unbiased evaluation of the candidate’s scholarly attainment. A dossier may contain more than the minimum number of letters, and copies of all confidential letters of evaluation that were solicited and received must be included in the dossier.

- To achieve the goal of providing a minimum of six letters in the dossier, we request that you submit to Associate Dean Kelvin White for approval a minimum of 10 names of persons to whom requests will be sent. This will allow for rejections from potential evaluators and late responses. If you are unable to obtain commitments from a sufficient number of persons from your initial list, you must submit additional names to the Dean’s Office for approval. For each proposed evaluator, please use the attached template to provide the required information.

- Units should encourage the candidate to suggest some names of potential reviewers. The goal should be that no more than half of the reviewers come from the candidate’s list. If the number of letters received from the candidate’s list exceeds the number of letters received from Committee A’s list, then additional Committee A letters should be solicited. In the end, the number of external letters from the candidate’s list in the dossier may equal but may not exceed the number of letters from Committee A’s list of reviewers.

- The reviewers must hold a rank at a peer institution that is equivalent to the rank for which the candidate is being considered.

- The College considers universities listed under “Doctoral Universities: Highest Research Activity” by the Carnegie Classification of Institutions of Higher Education as peer
institutions. You may use reviewers from institutions not listed under this classification. If you choose to do so, provide a short explanation justifying your consideration of the reviewer’s institution as a peer institution.

- Most importantly, the external evaluators must not have close academic or personal connections with the candidate. For example, Ph.D. advisers and committee members, postdoctoral mentors, coauthors, and close personal friends should not be asked to evaluate the candidate.

In rare cases, such as when a candidate has a very narrow and specialized field of expertise, up to two evaluators with a close professional connection may be included, but it is the responsibility of the unit to explain and justify in writing in the dossier such exceptions to the general guidelines.

- Once you have received approval of your list of evaluators from the Dean’s Office, you may proceed to solicit the letters. Review section 2.4 of the Provost’s Call for Tenure and Promotion Recommendations: 2016-2017 memo dated March 25, 2016 prior to soliciting letters.

Please email your list of proposed external evaluators to Associate Dean White no later than June 30, but preferably much sooner. See the attached template for the required format to submit evaluator information. Please indicate which names were proposed by the department and which were proposed by the candidate. In some cases, potential evaluators are not at universities but rather at non-academic institutions (labs, agencies, museums, foundations, etc.). In such cases, indicate the person’s current institutional role and prior university academic roles, if any.

Please contact Associate Dean Kelvin White if you have any questions about this or any other aspect of the tenure and promotion review process.

Attachment

KRD/sb