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**Tenure and Promotion Dossier Profile Tables**

**External Reviewers Table**

*Timestamp: 26.April.2022*

**Required: Table for Dossiers for Tenure, Promotion to Associate Professor, and Promotion to Professor:**

**External ReviewerS Table**

**Responsible Parties**: TPR Committee chair (in some cases Department Chair) completes and uploads table.

**Status**: Required for all candidates for tenure, promotion to associate professor, or promotion to full professor going forward.

**Timeline**: This table is uploaded by the TPR Committee before the dossier is forwarded to the Dean.

**Location**: Load this table into the “**External Reviewer Files” area within the appropriate workflow process.**  This section of the workflow is not accessible by the candidate at any time in the process, even after the process is completed.

**Instructions:** List all reviewers and place an “X” in the column for the source of the reviewer: the candidate or the TPR committee/Department (if both sources proposed the reviewer, check both the candidate and department boxes; the final list should be comprised of letters from both the candidate and TPR committee/Department lists).

Notes: The Provost and President require the following:

* At least two external letters should be from reviewers not nominated by the candidate and who have not served in advisory roles to the candidate (e.g. Ph.D. advisor)
* External letters should be from peer or aspiring peer institutions in the discipline
* External letters should be from individuals who are at least tenured Associate Professors (for tenure and promotion to Associate Professor) or Professors (for promotion to Professor)
* CVs of external reviewers should be attached to their evaluative letters
* Any relationship between the candidate and the external reviewer must be clearly described within the external evaluator letters (include this in your letter requesting review)
* Names of reviewers and/or their institutions **must not** be included in internal evaluative letters (anything read by candidate). Be very careful not to disclose identity of any reviewers and/or any institutions in evaluative letters by TPR committee, Department chair, or Dean.
* The optimum numbers of letters from external evaluators is a minimum of three from the candidate and three from committee/department list. There should not be more than four from either list, and not more than 7/8 in total. Include all letters received.
* Be as consistent as possible for all faculty candidates under review regarding number of reviewers, types of institutions, and faculty ranks of external evaluations used for candidates.

If a letter is from outside academia, include justification with conclusion that evaluator is of high enough stature to represent the appropriate rank of faculty under review. In such cases, use these as supplemental to numbers from academic reviewers (for example, the 4th reviewer from the candidate, with the other 3 being of faculty rank) and only include 1 such evaluator.

Any exception to the above should be explained in writing. For questions about this table, contact your dean.

**external reviewers TABLE**

**External Reviewer Table – Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Reviewer Name** | **Institution** | **Candidate’s List** | **TPR Committee/ Department List** |
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Completed and uploaded by: TPR committee chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_