

COLLEGE OF LIBERAL ARTS AND SCIENCES, 2016-17
EXTERNAL REVIEWERS FOR PROMOTION RECORD
OF TENURE and/or PROMOTION CANDIDATES

The department **must use an initial version of this chart** to present the list of proposed external reviewers to Dean Curto via e-mail (no hard copies will be accepted). **The final version, included in the promotion record submitted to the College**, presents the credentials of those who actually submitted an external review letter, for the information of members of the College Consulting Group (CCG), who did not see the initial list of proposed reviewers.

Guidelines used in selecting external reviewers:

- The proposed list submitted to the deans should contain twice as many names as the number of external letters required of your department. (See University/CLAS Procedures, [I.E.2.](#))
- No more than 1 name at a time should be invited from the same institution
- Approximately ½ of the final list of names must be the department's nominees
- Use [Sample Letter to External Evaluator](#)
- Use [Log of External Evaluators' Letters](#)

The DEO must check ONE of the boxes below at the time of initial submission of proposed external evaluators (see University/CLAS Procedures, [I.E.2.](#)):

- I have confirmed that none of those proposed as external evaluators provided references during the candidate's hiring decision or served as an external evaluator in any earlier review for promotion and/or tenure.
- I have attached a request for waiver of the guideline that no individual proposed as an external evaluator can have previously served as a reference during the candidate's hiring process or as an external evaluator in an earlier promotion and/or tenure review. This request includes an explanation of the circumstances justifying the waiver.

Conflict of Interest: DEO and candidate hereby certify that, to the best of their knowledge, none of the proposed external reviewers has a conflict of interest.

DEPARTMENT _____ **DATE** _____

CANDIDATE _____

PROPOSED ACTION

_____ tenure and promote to Associate Professor

Clinical-track: promote to _____ Clinical Associate Professor

_____ grant tenure at current rank of Associate Professor

promote to _____ Clinical Professor

_____ promote to Professor

