

# External Reviewers & Tenure

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# Responsibilities

- Faculty
- Department Chair
- External Reviewer
- P&T Committees



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# Participant Responsibility

- Generate a list of External Reviewers
  - No more than one can be a past mentor or collaborator (Faculty Handbook)
- Submit the list to the Department Chair
- Select the materials to be sent to the External Reviewers
  - CV, applicable statements (research, teaching, service), 3 exemplar publications (or other scholarly works)

# 3 Criteria to Use Selecting Your External Reviewers

- Quality of the reviewer
  - Closely related to your area of research
  - Their CV
- Quality of the institution
  - Prestige
  - Peer or aspirant institutions (look for R1 institutions)
  - Potentially the most impactful
- Rank & Position
  - For assistant going up to associate: more full professors than associate (no assistant)
  - For associate going up to full: only full professors
  - Deans, department chairs, or center directors



# Other Advice for P&T Candidates

- Choose 4-8 potential reviewers (a longer list is better)
  - Can submit a list of persons who may pose a conflict
- Ask your mentors
- Networking
  - Make contacts at conferences take leadership roles in professional organizations
- Consider including an extra name
- Consider your selection carefully



# Departmental Chair's Responsibility

- Considers your suggested external reviewer list and the list generated by the department P&T committee members
  - Must select at least one of your suggestions
- Develops a list of external reviewers
- Contacts external reviewers around May to solicit and monitor participation
- Obtains letters for those who have agreed to write for inclusion in your dossier
- At least four external reviews for your dossier
  - Document reasons at the departmental level if it isn't possible
  - Dossier includes a paragraph regarding the reviewer's credentials
  - Statement regarding the nature of the relationship with the candidate



# The External Reviewer's Responsibility

- “How do you assess the quality of the scholarly and/or creative activity of the candidate?”
- Reviews your
  - CV
  - Exemplar publications (3 or 4)
  - Your personal narratives
- Writes a detailed, single spaced, evaluative letter and forwards it to your Department Chair addressing the your:
  - Published work
  - Overall research agenda
  - Stature in the field
  - Potential for future impact
  - Recommendation for promotion and/or tenure



# P&T Committee's Responsibility

- Generate list of potential external reviewers (spring)
- Review, consider, and weigh the evidence reflected in the external review letters (fall)



# Helpful College Links

[COE Faculty Resources](#)

[Electronic Dossier Instructions](#)

[2022-2023 COE P&T schedule](#)

Questions?

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# References

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