External Reviewers & Tenure

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Responsibilities

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

