

## **College of Arts and Sciences External Review Policy**

External peer review is a process whereby academic peers across the country may provide input to tenure and promotion committees, department heads, deans, and provosts with regard to their appraisal of **a candidate's creative or scholarly achievement within their discipline**. It is difficult, if not impossible, for a reviewer to evaluate the teaching or the service of a candidate from afar.

The College of Arts and Sciences External Review Policy will take effect on September 1, 2013. This is a broad and flexible policy for the departments within the College. Should departments wish to do so, they may submit to the Dean for approval, external review policies that are more refined or more rigorous than the policy listed below. **This policy is in effect for any tenure-track faculty member hired after September 1, 2011. This policy is effective immediately for any tenured faculty member seeking promotion.**

### **EXTERNAL REVIEW PROCESS**

Prior to October 15<sup>th</sup> in the year that a faculty member applies for either tenure or promotion, the faculty member will provide the Promotion and Tenure Committee (or the equivalent) a single portfolio (or in the case of a digital portfolio, a DVD or CD-ROM) documenting creative activity and/or research.

**The faculty member** will provide a list of potential external reviewers, no fewer than four, that the Committee will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection.

**The Committee** will choose at least two reviewers from the faculty member's list. The Committee will then generate a list of potential external reviewers, no fewer than four, that the faculty member will review. Each potential reviewer should be identified by name, title, institution, accompanied by a brief rationale for his/her selection. From the Committee's list, the candidate will choose no fewer than two reviewers. No fewer than four external reviewers remain at this point.

By November 1<sup>st</sup>, the chair of the Committee, with the Department Head\*, will solicit via email a minimum of four and a maximum of seven external reviewers using a "neutral" template letter supplied by the College. Should some of the selected reviewers decline, the Committee would go back to the two lists and continue the process until at least THREE reviewers agree to submit an external review of the candidate's materials. Reviewers will then be mailed the candidate's scholarship portfolio and be asked to supply two things: 1) a one-to-two page letter of evaluation, and 2) a copy of their curriculum vitae by no later than January 15<sup>th</sup>.

### **Reviewer Selection Guidelines:**

- **Reviewers should be tenured and at or above the rank that the candidate seeks.**
- **Reviewers should be at a peer institution, an aspirant peer institution, or an institution that is universally recognized as excellent.**
- **Reviewers should not have had a working relationship with the candidate (dissertation director, chairperson, co-author, etc.)**
- **Reviewers should not be in contact with the candidate about the review process from the time that they accept the external review assignment. The candidate should also not attempt to contact the external reviewer.**

External reviews will be delivered directly to the chair of the Committee. At minimum, the faculty member's dossier should include two reviewer recommendations. Should fewer than two external reviews be returned, the chair of the Committee will note the efforts made to solicit reviewers and their reviews. The chair must document the fact that only one external review

was returned. The single external review, however, will not be included in the candidate's materials.

\* In the event that the Department Head is him/herself being evaluated for tenure or promotion, the cover letter will be sent by the chair of the Committee and the Dean of the appropriate College.

## FLOW CHART FOR EXTERNAL REVIEW PROCESS

