

Addition/Revision to Handbook under Tenure:

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3.11.4.3

External Review of Candidates for Tenure

An external review of the candidate's scholarship will be included in all tenure applications. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the department chair in accordance with the following procedures:

- The candidate, the chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The chair of the Departmental Tenure Committee will select name(s) from each of the three lists and will request that the department chair contact reviewers. The department chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's tenure portfolio and will be a component of all levels of the tenure review process. All reviews received by the deadline must be included in the file.

The Departmental Tenure Committee shall submit a written report to the department chair. The chair shall submit a written report to the dean along with the Departmental Tenure Committee's report and the faculty member's supporting documents.

3.10.3 Promotion Procedures

Proposed Addition to Handbook under Promotion (requiring external review for candidates for promotion as well as tenure):

External Review of Candidates for Promotion to Associate Professor or Professor

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the department chair in accordance with the following procedures:

- The candidate, the chair of the Departmental Promotion Committee, and faculty in the department, senior in rank, except assistant professors, each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the department chair contact reviewers. The department chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's portfolio and will be a component of all levels of the promotion review process. All reviews received by the deadline must be included in the file.

The Departmental Promotion Committee shall submit a written report to the department chair. The chair shall submit a written report to the dean along with the Departmental Promotion Committee's report and the faculty member's supporting documents.