

**REQUEST FOR EXTERNAL REVIEW**

When a faculty member is being considered for a term renewal, continuing appointment, or promotion, any of the parties to the process (the Candidate, a Department/School Personnel Committee, a Department Chair/School Dean, the Faculty Personnel Committee, the Provost, or the President) may seek external evaluation of the Candidate’s professional work (publications, written research in progress, art works, musical compositions, etc.). This information may be useful to the Candidate in assessing the value of her/his academic research or creative endeavors.

**This form serves as the formal request to have an external evaluation of a Candidate’s professional work.** Upon completion, please return to the Assistant to the Provost, 207 Erwin Hall.

**PROCEDURE:**

If the Candidate being considered for a term renewal, continuing appointment, or promotion wishes to initiate an external review, he/she will make this request to the Provost in writing via this form no later than the date that the Provost receives the recommendations from the Department/School.

If a party to the process other than the Candidate wishes to initiate an external review, that party will make this request in writing to the Provost, who will inform the Candidate via this form that this action will be taken, such informing occurring ***before*** any of the parties to the review process take action to seek a written external review.

A list of potential reviewers will be developed by seeking nominations from the Candidate applying for term renewal, continuing appointment, or promotion, the Department Chair/School Dean, and the Provost.

External evaluations that identify the evaluator are confidential documents that may be read ***only*** by Department/School Personnel Committee, the Department Chair/School Dean, the Faculty Personnel Committee, the Provost, and the President. If the external reviewer has authorized release of the evaluation to the faculty member, the external evaluation will be released to the Candidate at the conclusion of the review process at the Candidate’s request.

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am requesting an external review of my scholarly work.

(Printed name)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Candidate), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(one of the parties reviewing your evaluative dossier), has requested an external review of your scholarly work. You will be contacted in the next few days by the Provost’s Office concerning this process.

By signing below, I, the Candidate, am indicating my acknowledgement of this external review and my understanding that access to the information that is received from the external reviewers will be restricted to the Department/School Personnel Committee, the Department Chair/School Dean, the Faculty Personnel Committee, the Provost, and the President.

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Candidate’s signature acknowledging this notification Date