

**External Review of Candidates  
for Term Renewal, Continuing Appointment, and Promotion**

When a faculty member is being considered for a term renewal, continuing appointment, or promotion, external evaluation of the professional work (publications, written research in progress, art works, musical compositions, etc.) of the candidate may be sought by any of the parties to the process (the candidate, a Department / School committee, a Department Chair / School Dean, the Faculty Personnel Committee, the Provost, or the President).

If a candidate wishes to initiate an external review, s/he will make this request in writing to the Provost no later than when the Provost receives the recommendations from the Department / School (October 15 for Fall Term Renewal and Continuing Appointment review – March 15 for Spring Term Renewal and Continuing Appointment review – April 15 for Promotion to Associate Professor).

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. **Before** any of the parties to the review process take action to seek a written external review, the Provost will inform the candidate in writing that this action is to be taken.

The candidate will be asked to sign the following brief statement and return it to the Office of the Provost:

<p>_____ (one of the parties to your review process) has requested an external review of your scholarly work. Information supplied by the external reviewers will be restricted to the Department / School committee, the Department Chair / School Dean, the Faculty Personnel Committee, the Provost, and the President. Please sign below indicating your acknowledgement of this review. The Provost' Office will contact you in the next few days concerning this process.</p>	
<p>_____</p> <p>Signature acknowledging this notification</p>	<p>_____</p> <p>Date</p>

**All** candidates for promotion to **Full Professor** will have samples of their scholarly work evaluated by external reviewers. Because this requires considerable lead time to find appropriate reviewers and for the reviewers to complete their evaluations, samples of scholarly work (publications, written research in progress, art works, musical compositions, etc.) must be submitted prior to the submission of other review materials (see *Process for Submitting the Evaluative Dossier for Promotion Consideration* document).

On or before **January 15**, the following documents must be submitted to the Provost's Office in pdf form:

- Current vita
- 2-3 samples of scholarly work
- List of 3 or 4 potential external reviewers' names and contact information

The Department Chair / School Dean and the Provost may also be requested to provide a list of potential external reviewers' names and contact information.

External evaluations that identify the evaluator are confidential documents that may be read **only** by the Faculty Personnel Committee, the Department Chair/Dean, the Provost, and the President. If the external reviewer has authorized release of the evaluation to the candidate, the external evaluation will be released to the candidate at the conclusion of the review process at the candidate's request. This information can be useful to the candidate in assessing the value of his/her academic research or creative endeavors.