DOSSIER SECTION II. EXTERNAL LETTERS (In Notebook 1)

The School requires that both the candidate and the departmental chairperson each independently submit eight external referees along with statements describing why each individual was proposed as a referee and the relationship of that person to the candidate. Submit your list of eight referees to the Executive Associate Dean. You departmental chairperson will do the same.

Evaluators should ordinarily hold the rank or its equivalent of the candidate at the minimum. Only full professors should be considered for candidates being promoted to full-professor. Lastly, because an external referee will be asked to address whether the candidate would be granted tenure and/or promotion at their college or university, the prominence of the institutional affiliation of the referee and the expertise of the referee should be taken into account in selecting external referees. (Note: bold indicates the statement is directly from the VPFAA Guidelines.)

1) A list of external referees supplied by the candidate with statements describing why each individual was proposed as a referee and the relationship of that person to the candidate. Outside reviewers’ letters allow an opportunity for experts in the candidate’s field to evaluate the candidate’s accomplishments and potential.

2) A list of external referees compiled independently by the chairperson in consultation with rank appropriate faculty, with statements describing why each individual was proposed as a referee and the relationship of that person to the candidate.

3) A list of external referees to whom the Executive Associate Dean sent letters requesting outside evaluations and a sample copy of the solicitation letter. An explanation should be provided for any referee who declined to write, along with a list of those solicited who did not respond.

After the list of external referees has been approved by the Executive Associate Dean, the Dean’s Office will send a letter seeking the referee’s willingness to serve as an evaluator. The external referee is first asked if he or she would be willing to serve as an referee. At this time, the referee is provided a copy of the candidate’s Curriculum Vita, School Criteria for Tenure and Promotion Evaluation, and a Response Card to indicate if they are willing to review the dossier. If they indicate their willingness, then a second letter is sent along with an appropriate selection of publications or other materials relevant to the candidate’s area of excellence that are provided by the candidate (i.e. candidate statement, summary of student course evaluations, sample publications, etc.)

The Dean’s Office will develop and maintain a log of all external referees to whom a formal request was sent and whether the referee accepted, did not reply or declined to write and the reason given for declining. The Dean’s Office will insert this log into the candidate’s dossier. All letters solicited and received from approved external referees must be included in the dossier.
Candidates will be allowed to read each letter but will not be able to take the letter out of the Dean’s Office.

The Executive Associate Dean will request the letters from the external referees, selecting names evenly from each of the lists submitted. All letters requesting outside evaluations should be accompanied by a copy of the candidate’s curriculum vitae, a copy of the unit and school criteria, and an adequate and appropriate selection of publications or other materials relevant to area(s) of excellence agreed to by the chair and candidate. Letters of evaluation provide an important external perspective on the candidate’s reputation and impact on his/her discipline. External referees must be asked to comment specifically on the area identified as the primary basis for tenure and/or promotion. They should also be asked to comment on the overall impact of the candidate’s work in the discipline or profession.