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**External Reviewer Guideline**

The unit administrator shall obtain three to five external reviews of the candidate’s performance in the area of scholarly and creative activity, except in the case of faculty without responsibility for scholarship or creative activity as defined by FSH 1565 C-2. Consult position descriptions to determine necessity. External reviews are not collected for third-year review (see FSH 3510). All review letters received shall be included in the dossier.

**QUALIFICATIONS OF REVIEWERS:**

1. Tenured in an area closely related to the candidate’s expertise.
2. At or above the rank the candidate is seeking (for promotion cases)
3. No personal or professional relationship with the candidate that could prevent an unbiased assessment.
	1. The candidate and unit administrator must exercise caution with any potential reviewer who knows the candidate in some manner.
	2. This does not mean that a reviewer should not know of the candidate (e.g. from professional reputation, brief acquaintance at a conference, etc.), but rather they shouldn’t have a history that could prevent an unbiased assessment of the candidate’s materials.
	3. Examples to be avoided: frequent collaborators, college roommates, peers from undergraduate or graduate study, colleagues at a previous institution, etc.

**SELECTION OF REVIEWERS:**

1. Candidate shall provide a list of 8 qualified reviewers to the unit administrator. Candidate can also provide a list of up to 2 names of people to exclude from consideration.
2. Unit administrator creates their own list of reviewers.
3. Unit administrator must request and receive letters from at least 2 names from the candidate’s list.
4. If the candidate fails to submit either list, the unit administrator shall select reviewers without that input from the candidate.
5. These lists shall not be included in the dossier but shall be kept on record by the unit administrator.

**INVITATION LETTER**

1. Unit administrators are encouraged to first contact potential reviewers by email to solicit interest.
2. An official letter of invitation that outlines the expectations of the external reviewers shall accompany the materials. Use the template provided below.

**MATERIALS SENT TO REVIEWERS:**

1. College and unit bylaws
2. Candidates CV
3. Position descriptions for the period under review.
4. Candidate statements
5. Up to four examples of scholarly or creative activity work

*Note: no additional materials may be provided.*

**CRITERIA REVIEWERS:**

1. The review shall be limited to the candidate’s scholarly and creative activity in relation to the applicable tenure and/or promotion criteria and the faculty member’s position description(s).
2. Reviewers may not be asked to evaluate the candidate pursuant to external criteria such as those of the reviewer’s institution or other professional organizations.

**CONFIDENTIALITY:**

The university shall make every effort to keep the names of the reviewers confidential from the candidate. The candidate may request to view the external reviewers’ anonymized evaluations after the final institutional decision is made. Such requests shall be directed to the provost.