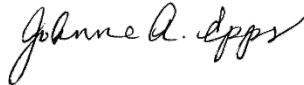


To: Deans
From: JoAnne A. Epps, Provost 
Re: Tenure and Promotion Guideline Updates
Date: January 9, 2017

The following guidelines apply to external reviews beginning in the AY 2017-18 cycle. They replace any prior guidelines concerning external reviews, and are as follows:

1. External Reviewers (External Evaluators)

- The Office of Faculty Affairs provides a model solicitation letter to be sent to external reviewers. For each candidate, schools and colleges should provide to the Office of Faculty Affairs, along with each tenure/promotion dossier, one copy of the actual solicitation letter that was sent to external reviewers.
- In the transmission of the tenure/promotion dossier, the Dean shall confirm that external reviewers are leaders in their fields as supported by honors, awards, professional positions and scholarship/creative work. The Dean shall describe the credentials of each external reviewer in a brief summary or biographical sketch and shall include that description along with the transmitted materials.

As a general rule:

Pre-Tenure Promotion (if used by your school/college)

- Each dossier should be supported by recommendations from at least four external reviewers.
- No more than one may come from the candidate's recommendation.
- No more than one may come from outside academia.
- No more than one may come from non-U.S. institutions.

Tenure

- Each dossier should be supported by recommendations from at least seven external reviewers.
- No more than two may come from the candidate's recommendations.

- No more than two may come from outside academia.
- No more than two may come from non-U.S. institutions.

Post-Tenure Promotion

- Each dossier should be supported by recommendations from at least seven external reviewers.
- No more than two may come from the candidate's recommendations.
- No more than two may come from outside academia.
- No more than two may come from non-U.S. institutions.

In addition:

- Schools/Colleges must describe the process for soliciting external reviewers' input.
- The presumption is that external reviewers from academia will be full professors. Written justification should be made if any external reviewer holds a rank of less than full professor.
- External reviewers should be independent: e.g., no co-authors, mentors, and co-PIs should be asked to submit reviews.

2. Grants

All candidates with external funding must provide the completed External Support Reporting form with their dossier, which can be found in TUportal.

3. Request for Exceptions

- Requests for exceptions to these guidelines will be considered.