

Academic Affairs
July 7, 2004

Policy Concerning
Letters to External Reviewers
for Tenure and Promotion Cases

Revised July 7, 2004

Every letter to a potential external reviewer must include the following paragraphs:

In your letter, please indicate

- Whether you know the candidate, and if so how and for how long,
- Your view, based on your review of the candidate's scholarship, of the significance, independence, and promise of the candidate's work,
- Your estimation of the impact of the candidate's scholarship on [her/his] field,
- A comparison of the candidate's scholarly accomplishments with those of other scholars you know in the candidate's field, or a related field, at similar points in their careers.

Please note that we are not asking you to indicate whether the candidate would receive tenure and promotion at your institution.

We are including the candidate's CV, the candidate's own summary of [her/his] record, and representative publications.

External reviewers' comments are most useful when they directly address the merits and importance of the candidate's scholarship and are clearly based on the reviewer's first hand knowledge of that scholarship. Comments concerning the candidates' service and teaching are not useful unless the reviewer has information on these topics not available to campus reviewers.

The University is committed to protecting the confidentiality of external reviews and the names of reviewers unless required, as part of a legal action, to divulge those reviews and the identities of their authors.