

## SECTION 10: LETTERS FROM OUTSIDE EVALUATORS AND COLLABORATORS

### Independent Outside Evaluators

Complete and sign the [worksheet](#), part 1 & 2, for the selection of outside evaluators.

*The candidate should suggest possible evaluators to the department head, but **no more than half of the evaluators can come from the candidate**. If the candidate suggests the same reviewer as the head or committee, the reviewer should be counted as being from the candidate. Each step in the process of enlisting reviewers must be documented in part 2 of the worksheet. Supervisors who have recently collaborated with the candidate should recuse from the process.*

Provide a copy of the letter sent by department head or chair of the review committee. Use the required template letter in [Appendix D](#) at:

[http://facultyaffairs.arizona.edu/17-18\\_appendix\\_d-templateltexternal.pdf](http://facultyaffairs.arizona.edu/17-18_appendix_d-templateltexternal.pdf)

*The letter sent to reviewers should not deviate from the template letter without permission of a dean. Letters with substantial changes must be approved by the Office of the Provost.*

Three to eight letters signed and printed on letterhead from independent, outside evaluators who are not collaborators of the candidate. Letters must be solicited and received during the current promotion cycle.

*As indicated in section 4, collaborators are defined as individuals who have coauthored books, articles, abstracts, or grant proposals within the five years before the submission of a dossier. Collaborators also include individuals who have been a candidate's dissertation advisor, supervisor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review.*

Brief statement on each evaluator's national or international standing. (See [Bio Template](#)) **DO NOT include full/short CVs or screen shots of web pages.**

### Letters from Collaborators (Encouraged but not Required)

Brief statement on each collaborator's national or international standing. (See [Bio Template](#)) **DO NOT include full/short CVs or screen shots of web pages.**

Solicited letters signed and printed on letterhead from collaborators. Use the sample letter in [Appendix E](#) at: [http://facultyaffairs.arizona.edu/17-18\\_appendix\\_e-templateltcollaborators.pdf](http://facultyaffairs.arizona.edu/17-18_appendix_e-templateltcollaborators.pdf).

Unsolicited letters of support must be signed and printed on letterhead.