

WORKSHEET FOR THE SELECTION OF INDEPENDENT EXTERNAL REVIEWERS

Include Independent External Reviewers Considered During the Process

Download a sortable spreadsheet [here](#).

External Reviewers Information (Alphabetize)	Suggested by	Independent	Reviewer Contacted	Response	Letter Received by Department?
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:

SIGNATURE OF DEPARTMENT HEAD

PAGE ____ OF ____ (ADD AS MANY PAGES AS NEEDED)

Independent is defined as **not the candidate's major professor, supervisor, co-author, co-PI/investigator, dissertation advisor, collaborator, or otherwise closely associated with the candidate.*

WORKSHEET FOR THE SELECTION OF COLLABORATORS

Include Collaborators Considered During the Process

Download a sortable spreadsheet [here](#).

Collaborator Information (Alphabetize)	Suggested by	Independent	Collaborator Contacted	Response	Letter Received by Department?
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:
Name: Title: Institution:	Dept. Head Candidate Committee	Yes No	Yes No	Yes No Reason if no:	Yes No Date Received:

SIGNATURE OF DEPARTMENT HEAD

PAGE ____ OF ____ (ADD AS MANY PAGES AS NEEDED)

Independent is defined as **not the candidate's major professor, supervisor, co-author, co-PI/investigator, dissertation advisor, collaborator, or otherwise closely associated with the candidate.*

WORKSHEET FOR THE SELECTION OF INDEPENDENT EXTERNAL REVIEWERS

PART II

To Be Completed By the Department Head or Director

Describe the selection process for independent external reviewers. If initial contact was made to discover the availability of outside reviewers prior to the letter (Appendix D) being sent, include the wording of the message sent. What criteria were used to select reviewers? Include the roles of the committee and the department head in the selection process.