

SECTION 10: LETTERS FROM INDEPENDENT EXTERNAL REVIEWERS AND COLLABORATORS

Independent External Reviewers

Complete and sign the [worksheet](#), part 1 & 2, for the selection of independent external reviewers.

*The candidate should suggest possible reviewers to the department head, but **no more than half of the reviewers 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. **Reviewers must be a rank higher than the current rank of the candidate**. Supervisors who have collaborated with the candidate in the last five-years, must recuse themselves from the selection process of external reviewers and the promotion review.*

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

Provide a copy of the letter sent by the head or chair of the review committee. Use the required template letter in [Appendix D](#) at: https://facultyaffairs.arizona.edu/sites/default/files/2020-21_AppendixD_CT_Required%20Template%20Ltr%20Independent%20External%20Reviewers.pdf

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

Three to eight (*minimum of three, however, five are strongly encouraged*) letters signed and printed on letterhead from independent, external reviewers who are NOT collaborators of the candidate. Letters that may be identified as coming from collaborators, as defined below, will not be considered among independent external letters. They will be placed in the section for collaborator letters. Letters must be solicited and received during the current promotion cycle.

As with the provisions used by the National Science Foundation and other groups to ensure the impartiality of reviews, collaborators are defined as individuals who have co-authored books, articles, abstracts, or grant proposals within the last five-years. Collaborators also include individuals who have been a candidate's dissertation advisor, mentor, supervisor, co-instructor, or close coworker in a lab, department, or residency program, even if this relationship occurred more than five years prior to the review.

The University looks to external reviewers to provide an independent assessment, and their impartiality to paramount to maintaining the rigor of the external review process. Collaborators must not serve as external or internal reviewers. Questions about the independence of reviewers can lead to Dossiers being returned to departments and colleges.

Letters from Collaborators (encouraged, but **not required** and **placed after Independent External Letters**)

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 https://facultyaffairs.arizona.edu/sites/default/files/2020-21_AppendixE_CT_CSP_PT_Template%20Ltr%20Collaborators.pdf

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