

## SECTION 10: LETTERS FROM INDEPENDENT EXTERNAL REVIEWERS AND COLLABORATORS – TENURE TRACK AND CONTINUING TRACK

Please pay special attention to potential ***conflicts of interest*** for external reviewers at this stage. **Individuals who have collaborated with the candidate in the last five-years, or have significant financial, personal, or other substantial interests with the candidate or their work, must recuse themselves from the selection process of external reviewers and the promotion review.** Please also confirm that all external reviewers do not have a conflict of interest.

*As with the provisions used by the National Science Foundation, [National Institutes of Health](#) 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 following documents are completed and placed in order in section 10, before the contents in 10A.

### **Worksheet for the Selection of Independent External Reviewers Part 1**

- Complete the worksheet with all suggested names from the separate lists of the candidate, committee and department head/director. For all suggested names, indicate title, institution, source of the suggested reviewer, if they were contacted, if they agreed to participate, reason for declination if relevant, if letter was received and what date. Once complete, please sort the worksheet to order the reviewers by the suggested column.
  - **Three to eight** (minimum of three, however, five are strongly encouraged) letters, signed and printed on letterhead from independent external reviewers must be included in the dossier.
- The candidate should suggest potential external 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.
- Confirm that none of the suggested potential independent external reviewers are on the List of Collaborators.
- **Reviewers must be at least one rank higher than the current rank of the candidate.**
- Department head/director signs the completed worksheet.

### **Worksheet for the Selection of Independent External Reviewers Part 2**

- Each step in the process of enlisting reviewers is documented.
- Carefully explain the selection of independent reviewers leading to a final solicitation list.
- Describe any specific criteria to select reviewers for the final list, preliminary communications (with exact language) with reviewers and strategies used to maintain a balance with the number of letters received from external reviewers on suggested lists.

### **Sample Solicitation Letter to Independent External Reviewers**

- Provide a sample letter on letterhead and signed by the department head/director or committee chair using the required language in the template letter in Appendix D (choose the correct track).
- One sample letter is needed.

### **Independent External Reviewer Brief Biography Template**

- Complete the brief biography - **only** for independent external reviewers who sent an evaluation

### **Collaborators are Solicited by the Department Head, Director, or Committee Chair.**

Note: Unsolicited letters, or letters solicited by anyone other than the Department Head, Director, or Committee Chair ***cannot*** be included in the dossier. (i.e., Letters solicited by the candidate may not be included.)

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### **Worksheet for the Solicitation of Collaborators**

- Complete the worksheet with the information of ***solicited*** collaborators.
- Department head/director signs the completed worksheet.

**Sample Solicitation Letter to Collaborators**

- Provide a sample letter on letterhead and signed by the department head/director to solicit collaborator letters. Suggested template letters are in Appendix E (choose the correct track).
- One sample letter is needed.

**Collaborator Brief Biography Template**

- Complete the brief biography - **only** for collaborators who sent a letter.