

Faculty Handbook Addendum – External Review Process
Approved at the January 27, 2015 Faculty Meeting

A: An external review letter will be optional in the 4th year review and only the candidate will generate a list of potential reviewers.

B: In collaboration with other tenured members of the Department or Program, the candidate's Chair will generate a list of at least 3 potential external reviewers in addition to the list the candidate makes. The candidate under review will generate a list of at least 5 potential external reviewers. Additionally, the candidate may provide a list of names to be excluded from the Department/ Program's list. The appropriate Associate Dean will request 2 letters from the candidate's list and 1 letter from the Department/Program's list. The Associate Dean will use the official external review request template.