

**COLLEGE OF LIBERAL ARTS AND SCIENCES  
EXTERNAL REVIEWERS FOR PROMOTION RECORD  
OF TENURE and/or PROMOTION CANDIDATES**

The department must use an initial version of this chart to present the list of proposed external reviewers to the CLAS Associate Dean for the unit. The final version, included in the promotion record submitted to the College, presents the credentials of those who actually submitted an external review letter, for the information of members of the College Consulting Group (CCG), who did not see the initial list of proposed reviewers.

**Guidelines used in selecting external reviewers:**

The proposed list submitted to the deans should contain twice as many names as the number of external letters required of your department. (See University/CLAS Procedures, [I.E.2.](#))

- No more than 1 name at a time should be invited from the same institution
- Approximately ½ of the final list of names must be the department’s nominees
- Use [Sample Letter to External Evaluator](#)
- Use [Log of External Evaluators’ Letters](#)

**The DEO must check ONE of the boxes below at the time of initial submission of proposed external evaluators (see University/CLAS Procedures, [I.E.2.](#)):**

I have confirmed that none of those proposed as external evaluators provided references during the candidate’s hiring decision nor were approved to serve as an external evaluator in any earlier review for promotion and/or tenure.

I have attached a request to waive the guideline that no individual proposed as an external evaluator can have previously served as a reference during the candidate’s hiring process nor were approved to serve as an external evaluator in an earlier promotion/or tenure review. This request includes an explanation of the circumstances justifying the waiver.

**Conflict of Interest:** The following constitute COIs for external reviewers:

- Familial relationship
- Financial relationship
- Former advisor or advisee (dissertation, postdoctoral; allow committee members, but not advisor)
- Collaborator in the last 5 years: Co-PI, Co-Author, scholarly work

**DEPARTMENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF COMMITTEE CHAIR** \_\_\_\_\_

**CANDIDATE** \_\_\_\_\_

**PROPOSED ACTION**

tenure and promote to Associate Professor

**Clinical-track:**

promote to Clinical Associate Professor

grant tenure at current rank of Associate Professor

promote to Clinical Professor

promote to Professor

