SOLICITATION AND INCLUSION OF LETTERS FROM EXTERNAL REVIEWERS

Letters from external reviewers assessing accomplishments of the candidate and worthiness for promotion and/or tenure are required. Five such letters are considered to be a minimum, though six or seven letters is more desirable. Sample solicitation letters follow.

The attached form should be completed and included before the first colored page, together with a brief description of the process used to select reviewers. For each reviewer selected, a brief reason for selection should be given. Please note that each assessment provided by an external reviewer must be included in the dossier. Reviews cannot be excluded for any reason after being received. Approximately one-half of the nominations for external reviewers may be made by the candidate and one-half by the department. All parties shall attempt to exclude individuals with personal ties to the candidate.

The final selection of external reviewers is to be made only by the department chair or department P&T Committee. At least half of the reviewers selected should be from nominees other than those supplied by the candidate (not including reviewers nominated by both). If the department chooses not to select anyone nominated by the candidate, an explanation shall be provided to the candidate.

The professional stature of the reviewer, including research, publication, and professional activities, should also be reported and the qualifications of the reviewer must be appropriate so that the reviewer is able to provide an impartial assessment of the dossier. Letters should be solicited from peer or greater ranked departments and from reviewers of higher rank. Letters of support from collaborators, former advisors, and friends of the candidate should be included in the section on “Letters of Support,” not as external references. External reviewers must be able to provide an independent assessment of the candidate. An abbreviated or full curriculum vita for each reviewer who has submitted a letter shall be included. Also, please include a sample of the letter used to solicit the external letters and one copy of the materials provided to the external references. *Please separate the external letters, resumes and sample letter and materials provided, as designated, in this section.*

The external review letters shall be returned directly to the department chair for inclusion in the dossier. The evaluations by external reviewers should address the accomplishments of the candidate and the reviewer should indicate, in his/her opinion, whether the candidate is deserving of promotion and/or tenure. *For promotion cases to the rank of full professor, please ask the external reviewer to comment on whether the candidate has developed a national reputation or has gained distinction nationally.*
PROCEDURE FOR SELECTION OF OUTSIDE REVIEWERS

Name of Faculty Member: _____________________________________________________
Department: __________________________________________________________________
Faculty Member being considered for promotion to: (Ex: Promotion to Associate Prof.):
___________________________________________________________________________

Person completing this form: __________________________________________________
(Print name and sign)

Check all that apply:

<table>
<thead>
<tr>
<th>REVIEWER NAME (IN ALPHABETICAL ORDER) AND INSTITUTION</th>
<th>Accepted*</th>
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<td></td>
<td>YES</td>
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Nominated by  
- [ ] Dept Chair  
- [ ] Dept Comm  
- [ ] Candidate  
- [ ] Other**
Selected by  
- [ ] Dept Chair  
- [ ] Dept Comm  
- [ ] Other**

*If a selected reviewer did not respond, please explain the circumstances on a separate sheet.

**If any other method was used, please explain on a separate sheet.
Dear Dr. Smith,

I am writing to request your service as an external reviewer for Dr. William Miller, who has applied for promotion to the rank of Associate Professor and tenure in the department of Engineering Mechanics at the Missouri University of Science and Technology. I have attached an abbreviated curriculum vita for Dr. Miller and I am hopeful that you will agree to serve as one of his external reviewers. If you are willing to serve in this capacity, I will forward you Dr. Miller’s complete CV and other review materials, including representative publications. Please let me know if you will be able to accept this invitation or if you require any further information to determine your ability to serve in this role.

I deeply appreciate your consideration of this request.

Sincerely,

Dr. Joseph Jones
Professor and Chair
Dear Dr. Smith,

Thank you for agreeing to serve as an external reviewer for Dr. William Miller’s promotion and tenure request at Missouri University of Science and Technology. The granting of promotion and tenure at Missouri S&T requires the individual to have demonstrated sustained contributions in the traditional areas of research, teaching and service. The University seeks faculty who are creative scholars and inspired teachers, and who are dedicated to the pursuit of knowledge and its transmission to others. Outstanding intellectual qualities as reflected in teaching and scholarship are the primary criteria for recommendation for promotion and tenure, and the University expects faculty members to be engaged in scholarly activities appropriate to their disciplines. Additional criteria include professional oriented service contributions, and service to a faculty member’s department and institution. In your evaluation, please consider the research, teaching and service contributions that Dr. Miller has demonstrated, as well as the quality and impact of his most important contributions as well as his status in his area of specialization.

I have attached # documents to assist in your assessment. The first is Dr. Miller’s complete curriculum vita, which highlights his contributions in research, teaching, and service. The second document includes several of Dr. Miller’s significant publications demonstrating his contributions in his area of specialization. The third document is a teaching portfolio containing student evaluations of teaching effectiveness and related information. The fourth document contains

I would request that you address the following issues in your evaluation:

- The creativity and imagination of the candidate’s research.
- The quality and impact of the candidate’s publications and research on his field.
- The effectiveness of the candidate as a teacher and the significance of any pedagogical contributions of the candidate.
- Advising and mentorship contributions.
- The level and significance of the service contributions to the campus and profession.
- Your perspective on how the candidate compares to other individuals at this point of his career.
- Your assessment of the candidate’s accomplishments and your recommendation whether Dr. Miller should be promoted and granted tenure.
External Letters
Resumes of External Reviewers
Request Letter and Materials Provided to External Reviewers