SOLICITATION AND INCLUSION OF LETTERS FROM REVIEWERS

No less than 5 letters from reviewers assessing accomplishments of the candidate and worthiness for promotion are required.

The attached form should be completed, 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 a 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 reviewers is to be made only by the department chair or department Promotion 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 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 references. 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 letters and one copy of the materials provided to the references. Please separate the letters, resumes and sample letter and materials provided, as designated, in this section. Save as a pdf file using the established naming convention (K-ExternalLastnameFirstname).

The review letters shall be returned directly to the department chair for inclusion in the dossier. The evaluations by reviewers should address the accomplishments of the candidate and the reviewer should indicate, in his/her opinion, whether the candidate is deserving of promotion.

NOTE: External reference letters (from outside the campus) are required only of candidates who are seeking promotion to full NTT professor.
PROCEDURE FOR SELECTION OF 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:

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<th>REVIEWER NAME (IN ALPHABETICAL ORDER) AND INSTITUTION</th>
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*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 a reviewer for Dr. William Miller, who has applied for promotion to the rank of Associate Research Professor 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 reviewers. If you are willing to serve in this capacity, I will forward you Dr. Miller’s complete CV and other review materials. 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
Reviewer Letters
Resumes of Reviewers
Request Letter and Materials Provided to Reviewers