



## INSTRUCTIONS FOR EXTERNAL REVIEW PROCESS

A request for an external review may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an external reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. (CBA 15.12d)

Please follow the steps below for an external review:

1. Candidate provides a set of six (6) names they would like to put forward as potential external reviewers, and two (2) names *not to be* included, to the department chair/school director.
2. The department peer review committee also generates a list of six (6) names, to the department chair or school director.
3. From candidate and department peer review committee lists, the department chair/school director develops a prioritized list of six (6) reviewers.
4. The department chair/school director submits the Request for External Review Memo to the Dean (see the attached sample). This memo should include the prioritized list of reviewers for approval.
5. Dean communicates their approval of the prioritized list of reviewers, with any revisions, to the department chair or school director. The Dean has final approval.
6. The department chair/school director should work with the department coordinator to send invites to reviewers via Interfolio.

External reviewers should hold a higher rank than the candidate and have an “arms-length” professional relationship. Former advisors, co-PIs, or co-authors are not appropriate reviewers.

External review letters that arrive after the WPAF closing date should be routed through the late-add process for consideration. (Copies are not to be placed in the Official Personnel Action File.)



## SAMPLE EXTERNAL REVIEW REQUEST MEMO

August XX, 20XX

TO: (first name) (last name), Dean  
(college name)

FROM: (first name) (last name), Chair  
(department name)

SUBJECT: Request for External Review for (candidate's name)

As the chair of the department peer review committee, I am requesting an external review for (candidate's name). Letters of evaluation from experts who are working in the same specific field of research as (candidate's name) are necessary to do a full, thorough, and fair evaluation of the professional growth of this candidate. The material submitted to the outside reviewers will be copies of (candidate's name) curriculum vitae and copies of (candidate's name) research publications.

The following individuals will be contacted to submit an external review regarding (candidate's name):

(name) (title)  
(address)

(name) (title)  
(address)

I approve of submitting my curriculum vitae and research publications for outside review to the above mentioned persons. Upon receipt of the external reviews, copies will be made available to me, and the original external review document (or copy) will be placed in my One-of-a-Kind File for use in my performance review:

\_\_\_\_\_  
(candidate's name), (title/rank) (department)

\_\_\_\_\_  
Date

I approve of submitting (candidate's name) curriculum vitae and research publications for outside review to the above mentioned persons:

\_\_\_\_\_  
(first name) (last name), Dean, (college name)

\_\_\_\_\_  
Date

c: Candidate's WPAF