



## INSTRUCTIONS FOR EXTERNAL REVIEW PROCESS

A request for external review of materials submitted by a faculty member may be initiated at any level of review by any party to the review. Such a request shall document (a) the special circumstances that necessitate an external reviewer and (b) the nature of materials needing the evaluation of an external reviewer. The President shall approve the request with the concurrence of the faculty member. At the department, school, or college level, the President's designee shall be the dean. At the level of the university Promotions and Tenure Review Panel or of the President, the Associate Vice President for Academic Affairs / Faculty Advancement shall be the President's designee. (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.)