



INSTRUCTIONS FOR EXTERNAL REVIEW PROCESS

If your college has an established external review policy / process, please consult and follow your College guidelines. If your college does not yet have its own external review policy / process, please follow these campus-wide guidelines.

Guidelines for Requesting an External Review

A request for external review of RTP materials 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 Dean—as the appropriate administrator acting on behalf of the President—shall receive and facilitate the request, unless the request is initiated by the University Panel or the Provost, in which case the Associate Vice President for Academic Affairs / Faculty Advancement shall receive and facilitate the request (CBA 15.12d)

Guidelines for Selecting External Reviewers

- External reviewers should be highly regarded and recognized professionals working in the candidate's field, holding a higher rank than the candidate, and located at a university or other institution that is wholly separate from SDSU.
- External reviewers should have an "arms-length" professional relationship with the candidate. Co-PIs, co-authors, former advisors, etc., are generally not appropriate reviewers, except in very small fields. If questions arise, please consult the AVPFA.

Initiating 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 Sample External Review Memo to Dean on the Faculty Advancement [website](#)). 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 (if guaranteed to be received by the closing date) or email.

Processing External Reviews

- Administrative coordinators or college RTP representatives will process external reviews per the Interfolio RTP Staff Guides on the Faculty Advancement [website](#).
- External review letters that arrive after the WPAF closing date should be routed through the late-add process for consideration (except for the College of Sciences due to its external review performance review policy requirement.) *Copies are not to be placed in the Official Personnel Action File.*
- External evaluations are not held in confidence due to policy and contractual obligations.
- Fresh external review letters have to be acquired for each review season.