

Guidelines for the Selection of External Reviewers for Faculty Promotion and Tenure

1. Department Promotion and Tenure guidelines should clearly describe the process by which external reviewers will be selected and what will be the role of the department, the department chair, the P&T committee, and the candidate in this process.
2. The Office of Executive Vice President and Provost recommends a minimum of four (4) external reviews of a candidate's record be obtained. *Please see the example/model below for additional details and guidance.*
3. External Reviewers
 - a. Reference should be made regarding the qualifications of external reviewers.
 - b. Reviewers shall submit a copy of their updated curriculum vita.
 - c. Reviewers should be asked to describe the nature of their relationship, if any, with the candidate under review.
 - d. External reviewers with potential conflicts of interest or personal ties to the candidate should be avoided.
 - e. External reviewers should represent senior and distinguished or leading scholars in comparable academic or research fields to that of the candidate.
 - f. Reviewers should be selected from peer or aspirational institutions of higher education or from prominent departments/institutions in the candidate's area of expertise.
 - g. Reviewers should directly assess the candidate's productivity and accomplishments relative to standards in the field.
4. Confidentiality
 - a. The names and affiliations of the external reviewers will remain confidential and will not be available to the candidates. However, the candidate will be provided a copy of the reviews, which will contain no identifying information of the reviewers.
 - b. All review levels must abide by this confidentiality and ensure that no identifying information or material is shared with the candidate.

5. External reviewers should at least be provided with the following information and material:
 - a. Candidate's updated CV.
 - b. Summary of professional achievements.
 - c. Three (3) samples of the candidate's most recent scholarly, research or creative work.

EXAMPLE (MODEL POLICY) FOR THE SELECTION OF EXTERNAL REVIEWERS

In this section, provides an example/model regarding the process for the selection of external reviewers. This example/model is intended to provide guidance to departments/colleges as they develop their own guidelines/policies. This model policy will also serve as an interim policy until a department/college policy is developed and adopted.

1. The candidate will supply a list of five (5) potential reviewers, with brief reasons for each choice, and his/her relationship to each reviewer. The candidate may provide a list with a brief explanation of any external peers whom he or she prefers not to be contacted.
2. Peer reviewers, with well-established expertise in the field of the candidate, will be selected as follows:
 - a. The Departmental P&T Committee will prepare a list of proposed reviewers. The list will include the entire list supplied by the candidate plus an additional five (5) potential reviewers recommended by the Committee.
 - b. The candidate will be informed of all the names on the list and will have the opportunity to comment on them.
 - c. The Committee, in consultation with the department chair, will select at least four (4) reviewers from that list, with at least two (2) names from the list provided by the candidate. The candidate's listing of those he/she wishes to be excluded will normally be honored.
 - d. The names and affiliations of the reviewers selected will not be divulged to the candidate and will remain confidential.
3. The Department Chair will request written peer reviews from the selected reviewers to be placed in the candidate's dossier. External reviewers will be provided with two (2) forms to complete; one (1) for their contact information along with a brief description of their qualifications and the other for their written review. The review form will not contain any identifying information. A copy of the review letter will be included in the candidate's dossier. The reviewer's form,

which contains the contact information, along with the reviewer's CV will be placed in a manila envelope and included in the dossier.

4. All review levels must ensure all identifying information/material of the external reviewers is removed from the dossier before allowing the candidate to access or review the dossier.

Included in the information requested from the external referees will be the following questions or their equivalent:

1. What are the candidate's strengths including any contributions and/or impact on their profession/discipline?
2. In your professional opinion, does the candidate demonstrate the potential for continued scholarly or creative productivity? Please provide a brief description to support your answer.
3. Can you identify any weaknesses of the candidate? Do you believe the candidate compares favorably to other scholars at a similar stage in their career and/or at a similar institution as The University of Texas Rio Grande Valley? Please elaborate.
4. UTRGV guiding principles include promoting access to postsecondary education to a diverse student body to become one of the largest and most successful Hispanic-serving institutions in the country, as well as employ the highest quality faculty members who pursue excellence in teaching, research, and service. In your professional opinion, do you foresee this candidate will significantly contribute to these goals? Please provide some examples to support your answer.

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