



**College of Education and P-16 Integration
Department of Teaching and Learning
Guidelines for the Selection of External Reviewers
for Faculty Promotion and Tenure**

Per university guidelines, faculty seeking promotion and tenure must include external reviews. Selection of external reviewers for the College of Education and P-16 Integration will adhere to the following guidelines. A minimum of four external reviewers are required for promotion at all levels. All external reviewers must be at or above the rank being sought (i.e., associate or full professors when seeking promotion and tenure to associate; full professors when seeking promotion to full).

External reviewers should address the following in their review:

- Strengths of the candidate including any contributions and/or impact on their profession/discipline
- Determination of demonstrated potential for continued scholarly or creative productivity
- Identification of any weaknesses of the candidate
- Comparison of candidate to other scholars at a similar stage in their career and/or at a similar institution as The University of Texas Rio Grande Valley
- Candidate's contribution to UTRGV core priorities, which include educational opportunities, community engagement, research impacting the Rio Grande Valley and beyond, and health and medical education.

Selection of External Reviewers:

- 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 listing with a brief explanation of any external peers whom he or she prefers not to be contacted.
- 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.
- The candidate will be informed of all the names on the list and will have the opportunity to comment on them.
- The Committee, in consultation with the department chair, will select a minimum of 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 be honored.'

Process to Ensure Confidentiality

The names and affiliations of the reviewers selected will not be divulged to the candidate and will remain confidential.

- The Department Chair will request written peer reviews from the selected reviewers to be placed in the candidate's dossier:
 - a. The candidate will receive blinded letters to be uploaded as part of his or her dossier.
 - b. The Chair will upload the following items using the confidential feature in Faculty Portfolio Tool from which faculty reviewers and administrative levels can view:
 - i. a document with reviewers' contact information and a brief description of his or her qualifications
 - ii. the blinded review letters
 - iii. and the reviewer's CV
- All review levels must ensure external reviewers' confidentiality is guarded throughout the review process.