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3 POLICY STATEMENT

4  
5 April 15, 1986

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7 Number: 86-07

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10 File: External Evaluation

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12 The following policy was recommended by the Academic Senate in its meeting of March 20,  
13 1986, and received the concurrence of the President on April 8, 1986.

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15 SUBJECT: PROCEDURES FOR EXTERNAL EVALUATIONS

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17 In rare instances a candidate for retention, tenure, or promotion may submit materials  
18 for review and evaluation that represent a subdiscipline or field of interest that is outside the  
19 expertise of the individuals who serve in the evaluative process. When this is determined to  
20 be the case, the University may provide, under certain circumstances, an external review of  
21 the materials in question. This procedure is to be appended to University Policy 85-04,  
22 "Retention, Tenure, and Promotion," or its successor.

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24 Determine of Need for an External Review

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26 The request for an external review of RTP materials submitted by a candidate may be  
27 initiated at any level of review by the candidate, the department committee, the department  
28 chair, the school committee, the dean, the Vice President for Faculty and Staff Relations, or  
29 the Vice President for Academic Affairs. Such a request shall document (1) the special  
30 circumstances which necessitate an outside reviewer, (2) the specific RTP criteria involved,  
31 and (3) the nature of the materials needing the evaluation of an external reviewer. The  
32 request must be approved by the Vice President for Academic Affairs with the concurrence  
33 of the candidate.

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35 Process for Selecting the External Reviewer

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37 After an external review has been approved, the Vice President for Faculty and Staff  
38 Relations shall request from all individuals in the review process and the candidate  
39 nominations of off-campus experts who are judged to be competent to review and evaluate  
40 the quality of the materials in question. Each individual nominated shall be approved by the  
41 candidate. A list of all approved reviewers shall be submitted to the dean and the school  
42 committee who will jointly select three off-campus experts and submit this list to the Vice  
43 President for Faculty and Staff Relations. The Vice President shall then select one or more  
44 off-campus expert(s) from the three recommended and invite the person(s) selected to serve  
45 as an external reviewer. After consultation with the candidate, the Vice President shall  
46 forward to the external reviewer(s) the agreed upon materials needed to complete the review  
47 process and shall set a date for the completion of this task. The candidate shall be privy to  
48 all correspondence involving evaluative procedures and decisions. The cost of the external  
49 review, if any, shall be borne by the University.

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### The Reviewer's Report

The external reviewer shall be expected to examine all the relevant materials forwards by the Vice President and write a comprehensive report assessing the quality and value of the faculty member's contributions in terms of the RTP criteria in question. The final report shall be shared with the candidate and included in the RTP review process. The report shall be treated as additional evidence and considered along with all other evidence by each level of review starting with the department committee. When an external reviewer is made a part of the RTP process, timelines shall still be observed for forwarding recommendations to the next level of review. If the external evaluator fails to meet the relevant deadlines, the candidate's material shall be forwarded to the next level without prejudice.