Date:

Name of candidate:

Promotion/Tenure Type:

Submission Year:

***The candidate will not solicit letters from or have any contact with external reviewers during the entire promotion and tenure process.***

#  Candidate’s Selections Include the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **External Reviewer Name** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate, if known** |
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 **Candidate’s Selections Exclude the following:**

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| **External Reviewer Name** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate, if known** |
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 **Dean’s Selections:**

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| **External Reviewer Name** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate, if known** |
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**Department Chairperson’s Selections: Include all solicitations**

# The chair and the dean supplement the list of suggested external reviewers submitted by the candidate. The chair selects the external reviewers from whom letters will be requested. Reviewers selected by the chair should represent a balance of input from the candidate, the dean, and the chair. The list should not include reviewers excluded by the candidate.

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| **External Reviewer Name** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate, if known** | **External Review Letter Received (Y/N)****If Y, include in Letters Received,****If N, provide reason.** |
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**External Letters Received** (in order of date received):

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| --- | --- | --- | --- | --- | --- | --- |
| **External Reviewer Name** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate, if known** | **Reviewer Reference Number \***(for use in review letters—see note on following page) |
|  |  |  |  |  |  | Reviewer 1 |
|  |  |  |  |  |  | Reviewer 2 |
|  |  |  |  |  |  | Reviewer 3 |
|  |  |  |  |  |  | Reviewer 4 |
|  |  |  |  |  |  | Reviewer 5 |
|  |  |  |  |  |  | Reviewer 6 |
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|  |  |  |  |  |  | Reviewer 8 |
|  |  |  |  |  |  | Reviewer 9 |
|  |  |  |  |  |  | Reviewer 10 |

## Department Chairs:

Please include the names of all external review letters solicited in the Department Chairperson’s Selections. If review letters were provided, indicate with a “Y” and include in the Letters Received table. If review letters were solicited but not provided, indicate with an “N” and provide an explanation (e.g., did not respond, declined, etc.). This process is intended to account for all solicitations.

Include all external review letters received in the Letters Received table, in order by date received. Ten rows are provided, at least five review letters are suggested.

When saving the external letters to the fileshare, please name the file using the reviewer reference number noted in the table above, as well as the external reviewer’s name and the candidate’s last name.

E.g., if you have reviewers named Olga Alvarez and Joseph Bass writing letters for a candidate named Marcus Franklin, you would name the letter files in this way:

REV1\_Alvarez, Olga\_Franklin REV2\_Bass, Joesph\_Franklin

## Campus review letter writers:

The reference number in the right-hand column of the “Letters Received” table should be used at all levels of campus review when citing an external letter.