

CURRENT HANDBOOK LANGUAGE

4.8.2.2. Responsibilities for External Reviews

For tenure track actions, external reviews, based on criteria provided in departmental guidelines, will be solicited by the Department Head to aid each tenure/promotion or promotion decision. External reviewers will normally be selected from comparable institutions; however, individuals whose expertise make them specifically suitable to serve as reviewers may also be selected with approval of the Dean (see the Provost's website for specific qualifications). Departments must, in their policy documents, define the role of the personnel committee in this process: the committee's role may range from formal input on the selection process and approval of the reviewer list to availability for advice and consulting at the request of either the Head or the candidate. Four external reviewers will be identified collaboratively by the faculty member, the Department Head and, to the extent specified in the department's governance documents, the departmental personnel committee. If the faculty member and Head cannot agree on the list of four reviewers, each shall select two. The list of reviewers will be submitted to the Dean who will certify that the selection process has followed guidelines. Reviewers may then be contacted.

The Department Head is responsible for obtaining a sufficient number of reviews. The Department Head should contact selected reviewers early in the process to determine if they would be willing to provide reviews; when a timely review appears unlikely, an alternate reviewer should then be identified. Faculty and Department Heads will follow the external review process in accordance with the Evaluation Calendar as published by the Office of the Provost. The absence of review will not be allowed to prejudice the tenure or promotion candidacy of the faculty member.

PROPOSED CHANGES

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COMPLETE NEW TEXT

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