



Reappointment, Promotion and Tenure Dossier Preparation Guidelines for Chairs and Directors

Revised: May 13, 2019

*(For assistance in preparing RPT packet only; **do not** return to Deans' Offices.)*

<p>External Evaluation Letters—Refer also to University policy (copy attached; see also https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/4Section-HR-Policies.html)</p>	
<p>Criteria for external evaluators</p>	
	<p>Scholars at rank being sought or higher; consult with Deans' Offices re: non-academic scholars. External letters of reference should be from leading scholars in the relevant discipline at peer institutions. As a general rule, an external reviewer must at least hold the academic rank for which the candidate is being considered, i.e., an associate professor cannot review one being considered for professor.</p>
	<p>Scholars at <u>peer institutions or higher</u>; consult with Deans' Offices re: peer institution status when uncertain. Research-intensive universities of international scope such as the CIC¹ institutions normally constitute our peers. It is incumbent on unit administrators to provide an explanation when external reviewers are selected from non-traditional or non-peer institutions.</p>
	<p>External referees must be professionally capable to evaluate the candidate's scholarly work objectively and to comment on its significance in the discipline.</p>
	<p>No one with whom the candidate has collaborated (author or co-investigator) in past five (5) years may serve as a reviewer.</p>
	<p>In no case may those who served as primary dissertation chair or major advisor for post-doctoral research be chosen as an external referee.</p>
<p>Selection of external evaluators</p>	
	<p>Unit head and/or FAC must select a minimum of four and a maximum of six evaluators. Ideal example would be four evaluators selected by the Unit head and/or FAC and two selected by the candidate. It is preferable that at least one candidate selected evaluator is included in the materials.</p>
	<p>Unit head and/or FAC shall form a list of external referees. Unit head and/or FAC will specify the number of potential evaluators to be suggested by the candidate, to which the unit head and/or FAC will add names. In accordance with college/department/school procedures, the chairperson/director/dean will determine which of the potential external referees will be asked to provide letters of reference. College/department/school procedures will specify a proportion or number of external letters of reference to be solicited from persons suggested by the candidate.</p>
	<p>Candidate may vet unit/FAC list (make it a <u>big</u> list) and strike one or two, or, as an alternative, candidate may provide a list of individuals who should not be used.</p>
	<p>Indicate whether unit head and/or FAC selection, candidate selection, or both, on <i>External Evaluator Bios Summary</i> form.</p>
	<p>Provide a statement explaining why each evaluator was selected.²</p>
<p>Additional requirements re: external letters of reference</p>	
	<p>External letters of reference should be submitted on institutional letterhead and carry the evaluator signature. It is acceptable for reviewers to submit reviews via</p>

¹ University of Chicago; University of Illinois; Indiana University; University of Iowa; University of Michigan; Michigan State University; University of Minnesota; University of Nebraska/Lincoln; Northwestern University; Ohio State University; Pennsylvania State University; Purdue University; University of Wisconsin-Madison.

² This statement may appear in the unit head's letter.

their e-mail accounts; their reviews must be on their institution's digital letterhead with an appropriate digital signature.
All external letters of reference solicited and received must be included in the review materials. Unsolicited letters will not be included in the review materials.
If an external letter of reference is solicited and the referee fails to or declines to submit a letter of evaluation, this information shall become part of the candidate's review materials. If a reason is provided in writing, it shall become part of the candidate's review materials unless precluded by an agreement on confidentiality.
At least four of the external letters should be unit/head or FAC selected.
Candidates must not discuss their case with prospective or actual external evaluators at any stage of the review process, except as provided by department/school/college procedures. Soliciting external letters of reference and providing materials to the referees is solely the responsibility of the chair/director.
Required materials to be provided to external evaluators (minimally)
Candidate's CV.
Candidate's five-page reflective essay.
Representative sample of the candidate's scholarly work.
Required content in Chair/Director request to external evaluators
The unit's statement on confidentiality, which must be consistent with the University's statement as contained in the policy "Confidentiality of Letters of Reference for Reappointment, Promotion and Tenure Recommendations."
A request to disclose any potential conflicts of interest.
A description of the candidate's assignment, including, for example, the percentage of the appointment devoted to research/creative activities, teaching, service, etc. ³
A request to assess the candidate in comparison to others in her/his cohort nationally.
A request to assess the extent and quality of the scholarship of the candidate, including contribution to the discipline.
A request to assess whether the candidates would receive promotion and/or tenure at their institution.
External evaluator's bio must be included (briefly summarized on <i>External Evaluator Bios Summary</i> form)
Chair/Director Cover Letter of Support
Unit Bylaws are not necessary.
Provide information on quality/appropriateness of journals in CV.
Indicate workload standards in the unit and any deviation of those for the candidate.
Describe unit expectations regarding candidate's distribution of effort across research, teaching, and outreach/engagement.
Provide a statement on the opportunity for advising graduate students.
Summarize SIRS and discuss faculty member's overall teaching performance.
Provide a statement of the candidate's leadership.
Justification of the significance of the candidate's research and creative activities.
Include paragraph explicitly addressing issues of external research funding: <ul style="list-style-type: none"> • Is external funding available in the candidate's area of scholarly expertise? • Would/Did external funding enhance the candidate's scholarship? • Did the candidate make an effort to secure external funding, if appropriate? • If the candidate submitted applications but was unsuccessful in securing external support, did he or she seek assistance which may include mentoring to revise and resubmit?

³ For candidates with assignments, or from units, that are non-traditional among peer institutions, it is also important to provide contextual information about the mission, roles, and structure of the unit, e.g., residential colleges.