

**Rationale:**

The proposed revision is being put forward to clarify who should (and who should not) be considered appropriate external reviewers. An additional revision is to highlight the candidate's involvement in the selection of external reviewers (no new text was added for this, the current wording is simply moved to highlight this portion of the policy).

**5.3.3.1 Letters of Evaluation (provided by the department)**

Approved by Faculty Senate 2/14/2006, 3/7/2006, 1/13/2009, 2/10/2009, 3/10/2009; approved by president and provost 1/15/2009 and 3/19/2009.

The chair and/or the department review committee solicits letters from qualified reviewers with the understanding that, insofar as possible, access to them will be limited to persons involved in the promotion and tenure decision. All solicited letters are treated as part of the evaluation process and must be forwarded on to college and university review levels. External letters are confidential. They are to be available for review by all those individuals who evaluate candidates either in a formal vote or advisory capacity as part of the promotion and/or tenure process as defined in Section 5.2.4.1. These letters are not to be shared with others.

Solicited Letters of Evaluation from Professionals in the Field, outside the Institution (six maximum). Letters should be solicited from appropriate professionals in the field and chosen for their ability to evaluate the candidate's activities and accomplishments impartially. They should generally be tenured professors at peer institutions or individuals of equivalent stature outside of academe who are widely recognized in the field. These individuals should be independent of the faculty member being reviewed (co-authors, co-principal investigators, dissertation/thesis advisors, or others with similarly close association should be excluded). Individual exceptions may be granted for small disciplines or other circumstances when it is not possible to exclude all co-authors or co-principal investigators. When necessary, however, these individuals should be solicited to detail the nature of collaborative projects or to respond to specific questions.

At least one of the reviewers, but not all, should be suggested by the candidate. Candidates may consult with ISU colleagues about appropriate reviewers and their institutions. Candidates may submit a list of up to three people in their field who will not be contacted as reviewers. This request, if made, must be put forward at the same time candidates submit names of potential reviewers.

Letters should primarily focus on the aspects of the candidate's work that qualify as scholarship. While in some cases this might mean a focus on one area such as teaching or research, in others it might entail a focus on a mixture of scholarship in teaching, research/creative activities and/or extension/professional practice. Letters soliciting outside review of a candidate's work must make clear what is to be covered by the reviewer. These letters sent by

the department soliciting external reviews may optionally include or exclude asking reviewers their opinions about whether candidates would or should receive tenure and/or promotion at the reviewer's institution or at Iowa State University. The department must make any request regarding this summative question consistent for all candidates and all reviewers.

Letters from ISU Department, College, and University Colleagues. Although not required, letters from department, college, and university colleagues may be important. This may be appropriate for activities related to interdisciplinary research and teaching programs, joint projects, and services provided to other colleagues or in cases where a fuller understanding of specific activities is warranted.