

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 504-03</b>
<b>Manual Social Work</b>	<b>Section</b>	<b>Page 1 of 2</b>
<b>Subject Use of External Reviewers for Promotion and Tenure</b>		<b>Effective 04/02  Revised 04/02</b>

**PURPOSE** To establish procedures for selecting external reviewers

**SOURCES** College Standing Rules, Section E.12; ACD 506-07, number 10; ACD 506-07 number 14

**APPLICABILITY** All faculty requesting promotion and./or tenure

**POLICY**

- A. The use of external reviewers shall be governed by the following regulations:
1. External letters are part of the evaluation of research, publication, and creative activity. These letters are primarily a check on the quality of internal department review procedures. A tenure decision will include consideration of external letters.
  2. For promotion to Associate Professor and Professor, the candidate and the Director will each propose a minimum of 5 external reviewers. The Director shall consult with the Chair of the Promotion and Tenure Committee in compiling her/his list. Reviewers ultimately solicited will represent both lists equally. The Director should solicit reviews from persons of high reputation in the candidate's field.
  3. The candidate will be provided with a copy of the Director's list and may delete no more than 20% of the proposed reviewers whom he/she deems to be unacceptable.
  4. All reviewers must be knowledgeable of the candidate's field and be on an academic rank equal to or higher than the rank for which the candidate is being considered.
  5. All letters sent to the reviewers for all candidates being considered must be mailed simultaneously. The content of the letters may vary by type of reviewer (i.e., academic or service). However, all letters must be worded identically for all reviewers within a specific type for all candidates in the School.

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6. No application for promotion may be forwarded with fewer than 3 external letters of review.
7. All letters solicited by the School which are received must be forwarded to the College Personnel Committee.
8. The candidate has the right to review the letters of request sent to external reviewers exclusive of the reviewer's name and address. External reviews are solicited on a confidential basis. Neither the names of the reviewers nor the contents of the letters are to be shared with the applicant for tenure or promotion. Only officially appointed or elected review committees or other faculty groups specified by unit bylaws and administrators in the review hierarchy are to examine the letters. Letters should be kept in a central location and reviewed only there. Solicitation letters to external reviewers should include a statement that describes who will have access to the letter of review and the extent to which confidentiality can be assured.
9. External letters of review must be dated no earlier than two (2) months prior to the School's review and received no later than one week prior to the School's Promotion and Tenure Committee review. Reviewers shall be given at least 30 days to respond.
10. No faculty member or administrator who is involved in making a recommendation for promotion may contact external reviewers other than by letter of solicitation.