

VII. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY (Not applicable to mid-probationary reviews)

NOTE: Letters from faculty, staff and/or administrators, who are employees of the University of South Florida St. Petersburg, are not considered to be “external reviewers” and will not be considered in evaluating the applicant.

See Guidelines for Tenure and Promotion

External reviewers should be selected so as to minimize the possibility of conflicts of interest; actual, potential, or apparent. **Generally, outside reviewers should not be selected from among those with whom the candidate has had familial, or close personal relationships, who have been current or past colleagues, major professors, co-authors, etc.** Reviewers should be highly regarded and recognized scholars in the candidate's field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity.

Candidates should recommend at least five reviewers to their dean. Recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. **The statements should also include brief bios of the proposed reviewers including their academic credentials, most recent academic appointments, and a summary of their research and creative activities, publications and/or grants. Attach this list here (page 36a, 36b, etc.); do not append reviewers' entire vitae.** If reviewers have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The dean will select a minimum of three (but not exceeding six) from whom reviews will be solicited. In choosing reviewers it is recommended the dean seek the counsel of the department promotion and tenure committee. **All contact with reviewers should be by the dean only.**

In the event the dean believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, and (2) the dean may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the dean. Should agreements not be reached in this fashion, the candidate will select two preferred reviewers and the dean will select two. A minimum of three (3) external letters, but not exceeding six (6), is required.

The candidate will provide copies of a current vita and other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The dean will forward these materials with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. An illustrative letter of invitation follows.

ILLUSTRATIVE LETTER

Insert here, as Page 37, a copy of the letter sent by your dean to the external reviewers (not the template).