

P&T EXTERNAL LETTERS

2012-2013

The letter writers should be senior experts in the field represented by the scholarship of the candidate. The faculty candidate can recommend external reviewers, but the majority of the letters should come from reviewers selected by the Chair, the faculty committee, or the Dean. If an external reviewer has a personal or professional connection to the candidate (e.g., dissertation advisor, postdoctoral mentor, research collaborator), this should be stated in the documents. A substantial majority of the letters should not have personal or professional connections to the candidate.

A candidate for P&T may request that a particular individual NOT be contacted as an external reviewer. Such requests are typically honored. If the School Chair or Dean concludes that overwhelming reasons necessitate use of that reviewer, the letter must be in addition to those normally required, identified as such and included separately from the other external letters.

A candidate may choose to request that more than one individual NOT be contacted. However, it is at the discretion of the School Chair or Dean whether to comply with the request. If more than one individual is excluded that information will be explained and noted in the P&T packet.