**External Evaluator Checklist for Promotion Candidates**

**(except clinical excellence and associated faculty)**

Purpose: to assist with identifying appropriate external evaluators for faculty promotion candidates

1. Potential evaluators ARE:
	* At or above rank to which candidate aspires
	* Known in their field
	* From peers or aspirational peers from well-regarded institutions
	* Similar in research and/or clinical expertise
	* Familiar with candidate’s work
	* Able to objectively evaluate the candidate
2. Potential evaluators are NOT:
	* Close friends of the candidate
	* The candidate’s present or former mentor or advisor
	* Research collaborators (excluding serving as site PIs on large multi-site clinical trials)
	* Co-author of the candidate (within last 5 years)
	* In any other way closely personally or academically affiliated with the candidate (simply knowing one another is not exclusionary)
3. Potential evaluators MAY be:
* Individuals the candidate previously trained with who have since been promoted to a higher rank
* Individuals who currently work at an institution where the candidate trained as long as they do not fulfill the criteria of any of the roles in #2
* Individuals who have served on national committees together
1. Create List per the above:
	* P&T Chair, Division Director, Department Chair may provide names
	* Evaluators may be from non-academic institutions as long as they hold comparable positions (should be on a limited basis). Use Form 106 to offer additional context about the evaluator’s qualifications.
	* A minimum of 10 names is suggested
	* Ask the candidate to vet the list to identify potential conflicts
	* Candidate may provide names (2 is recommended; 1 for Clinician-Educator)
2. Send Letters:
	* Include attachments germane to track and path (as applicable), e.g. publications, promotion criteria, CV or dossier, curricula
	* Set reasonable deadline for return receipt (6 weeks suggested)
	* Requests are sent via email
	* Allow time to solicit additional letters, if necessary
3. Follow-up:
	* Send email reminder 1-2 weeks prior to the deadline
	* Letters must be on letterhead with date & signature in PDF form
	* Minimum of 5 required (min of 3 is required for Clinician-Educator)
	* Eligible faculty voting meeting may not occur until minimum number received
	* Letters received after the department vote will not be used for the vote. If received prior to sending the packet to the College, include in section: III.A.4. Additional Letters Requested by the Candidate and Solicited by the TIU Head. It does not get included on the list of responding external evaluator - Form 114.