

**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 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
 - From an institution where the candidate previously worked
 - From an institution from where the candidate trained
 - 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. Create List per the above:
 - Candidate may provide names (2 is recommended; 1 for Clinician-Educator)
 - P&T Chair, Division Director, Department Chair may provide names
 - Evaluators may be from non-academic institutions as long as they hold comparable positions
 - A minimum of 10 names is suggested
 - Ask the candidate to vet the list to identify potential conflicts
4. 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 (4-6 weeks suggested)
 - Requests may be sent via email
 - Non-responses and those unable to reply must be recorded as non-responding on appropriate P&T form
 - Allow time to solicit additional letters, if necessary
5. Follow-up:
 - Send email reminder 1-2 weeks prior to the deadline
 - Letters must be on letterhead with signature, PDF and fax acceptable
 - 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 voting meeting may not be included in packet