**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.