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)
   - 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
   - Eligible faculty voting meeting may not occur until minimum number received
   - Letters received after the voting meeting may not be included in packet

Questions? Please contact Heather Brod, Director of Faculty Affairs, heather.brod@osumc.edu; 685-1731