

MATERIALS TO EXTERNAL REVIEWERS

(Revised 9/20)

In cases where external letters of recommendation are required materials are traditionally provided to the external evaluators to assist them in their evaluation. While departments maintain a large amount of flexibility concerning what is sent, the following guidelines must be observed:

Reviewers must at a minimum be provided with a copy of the candidates CV or Bio-bibliography and access to copies of publications. While departments may choose to send copies of publications with the letter requesting evaluation, they may also ask that the reviewer inform them if they do not have access to the publications at which time they will be provided. Documents may be provided via on-line links or copied on to CD and sent to the evaluators if appropriate.

If a bio-bib is sent to external reviewers, it must be a version that excludes the links other than those for the research and creative activities section.

Departments may choose to send other materials such as a self-statement covering one or more of the review areas to the external reviewers. However, if materials beyond the CV/bio-bib and publications are sent, the procedures must be consistent among all employees within any given series undergoing the same type of review. Requirements for letters in each series are included in the corresponding Red Binder sections. Departments should also use caution in providing documents beyond the usual items. Teaching evaluations, correspondence, and materials from past cases are examples of items that should not be sent to evaluators and any links to such documents must be removed from the bio-bib that is provided.

A list of the materials provided to the external reviewers must be submitted with the case

Any materials that were provided to the reviewers that are not otherwise included in the case must be submitted with the case.