

**MATERIALS TO EXTERNAL REVIEWERS**

(Revised 4/23)

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

For professor series faculty, reviewers must, at a minimum, be provided with a copy of the candidate's CV (or bio-bibliography) and access to copies of publications. Although 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 online links or copied and sent to the evaluators if appropriate (See RB I-27 for bio-bib instructions). Although the CV is recommended (as it is a cumulative document), if a bio-bib is instead sent to external reviewers, it must be a version that excludes links to materials other than those for the research and creative activities section. Whether a CV or bio-bib is sent to external reviewers, the content must adhere to the appropriate publication cut-off dates. The CV must also be uploaded with the case if it differs from the case bio-bib.

Depending upon its practice and applied consistently as described below, a department may choose to send other materials to external reviewers such as a self-statement covering one or more of the review areas. Departments should use caution in providing documents beyond these 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 or CV if it is provided.

For LSOE series faculty it is also recommended that the CV, which is cumulative, be sent to external reviewers. To demonstrate teaching effectiveness, ability, and diligence, as expected in APM 210, the following types of materials may also be chosen to send to external reviewers: a teaching statement describing the teaching philosophy and goals; a list of courses taught including enrollments and descriptions (e.g., details of content, evaluative procedures, methods, learning objectives); number of undergraduate and graduate advisees and advising role; syllabi; assignments and exams; examples of class content; summary of efforts to improve instruction; descriptive account of student feedback on teaching.

Any materials beyond the CV/bio-bib and publications (for professor series faculty) that are sent to external reviewers 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.

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.