MEMORANDUM

To: Deans
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: Guidance on external letters for mid-tenure, tenure, and promotion review
Date: 4 October 2011
Cc: Susan Provenzano

Policies E5.0 and E6.0 provide the framework for external letters to be used in review of faculty for tenure and promotion. Specifically, policy E5.0 states “The outside experts shall not have personal ties or conflicts of interest with the candidate.” This memorandum serves to provide guidance for external letters that can be included in dossiers for mid-tenure review, tenure review, and promotion review. This guidance is in effect for the academic year 2012-2013.

1. For the mid-tenure review, letters from thesis advisors or co-authors may be included in the official list of external letters in the mid-tenure review. However, to maximize objective feedback for the candidate, college review committees are encouraged to also seek letters from reviewers who are not thesis advisors or co-authors.

2. For tenure and/or promotion review, letters from thesis advisors or co-authors are not to be used in the official list of external letters. However, they may be included in the dossier as further evidence of the candidate’s work.