

EXTERNAL EVALUATION GUIDELINES FOR PROMOTION TO PROFESSOR

The FCSM PTRM Committee guidelines for letters of evaluation from external reviewers for candidates for promotion to Professor will follow the guidelines established by the Provost and approved by the University Senate. The external evaluation will address the candidate's scholarship as it relates to the candidate's promotion to Professor.

I. CONFIDENTIALITY

The letters will remain confidential and will not be made available to the faculty member. These letters will not be included in the faculty evaluation portfolio but will be forwarded under separate cover to each subsequent level of review.

II. IDENTIFYING EXTERNAL EVALUATORS

Evaluators will be independent and impartial, cannot be members of the Towson University faculty, and should not be current or former advisors or mentors to the candidate or otherwise have (or have had) a personal or significant professional relationship with the candidate within the past five years, nor should they pose other significant potential conflicts of interest. Evaluators must be established scholars or practitioners with demonstrated expertise in the area of the candidate's specialization, and preferably be from or have experience at peer-type institutions.

III. SELECTION OF EVALUATORS

The candidate will recommend 5 evaluators who meet the criteria described above to the department chair. The candidate may also provide names of potential evaluators that they do not want to be used for their evaluation. The department chair will recommend 5 additional evaluators. The Dean will contact the potential evaluators to identify 3 who agree to provide evaluations (see Query letter below). The Dean will request evaluation letters using the letter template below.

IV. SUBJECT MATTER OF EXTERNAL REVIEW

External evaluators are not to evaluate the candidate's teaching, advising or service to the University. The external evaluation will address the candidate's scholarly work as it relates to the candidate's promotion. The candidate shall provide an electronic file (PDF or similar) of the following material to the Dean to be forwarded to the external evaluators electronically:

- Candidate's Curriculum Vitae,
- Candidate's supporting statement focusing on the area of scholarship and reflecting on accomplishments during the evaluation period,
- A maximum of three publications or other scholarly products, either as readable files or internet links thereto. The external evaluators will be able to request additional items on the candidate's curriculum vitae by contacting the Department Chairperson.

V. TIMELINE

First Monday in April

Candidates for promotion to Professor will submit a list of five potential external reviewers to the chair of their department.

Third Monday in May

Chair will identify five additional external evaluators and forward the list of 10 (including the five named by the Candidate) to the Dean's office. Query Letter to potential external evaluators will be sent from the Dean's office to identify three external evaluators.

Third Friday in June

The candidate's electronic file (PDF or similar) for the external evaluators is submitted to the Dean's office.

First Monday in July

Three external reviewers will be confirmed and sent supporting documentation to complete their evaluation.

Third Friday in September

Letters will be forwarded under separate cover to the candidate's department PTRM committee for departmental review.