

EXTERNAL EVALUATION GUIDELINES

Chapter 3 §I.B.3.f provides that departmental and college promotion and tenure policies may include an option for external reviews as part of the evaluation process for promotion and tenure. Departments and colleges are encouraged to solicit such external reviews and are directed to incorporate these guidelines into their promotion and tenure policies should external reviews be made part of the evaluation process.

I. CONFIDENTIALITY

External reviews will not be made available to the faculty member being reviewed (“Candidate”) and will not be included in the Candidate’s faculty evaluation portfolio.

External reviews will be forwarded to each level of review under separate cover.

II. IDENTIFYING EXTERNAL EVALUATORS

Evaluators will be independent and impartial. Evaluators cannot be members of Towson University faculty nor can they 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.

Evaluators must be established scholars or practitioners of demonstrated expertise in the area of the Candidate’s specialization preferably from peer institutions.

III. SELECTION OF EVALUATORS

The Candidate will have the opportunity to recommend evaluators who meet the criteria set forth in §II to the department chair or designee. The department chair or designee in consultation with the dean, will also recommend evaluators, in addition to those recommended by the faculty member.

The department chair or designee will select at least 5 evaluator(s) of those recommended by the faculty member who meet the criteria set forth in §II and will select, in addition 5 other evaluator(s) so that a minimum of 10 evaluators are identified as potential evaluators.

The department chair or designee will contact the potential evaluators to identify those evaluators who agree to provide evaluations.

Potential external evaluators must be identified no later than the first Monday in April of the calendar year in which the promotion or tenure portfolio will be submitted and confirmed no later than the first Monday of July.

Following confirmation of the external evaluators, the chair or designee will write each evaluator using the letter template attached to these guidelines.

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 and/or creative work as it relates to the Candidate's promotion or tenure. Material provided to external evaluators should include the scholarly and/or creative work appropriate to the Candidate's discipline such as books, articles, grant proposals, computer programs, visual works or performance reviews. The Candidate's department chairperson or designee must provide these materials to all external evaluators no later than July 1.

The Candidate's curriculum *vitae* will be included with the materials provided external evaluators.

Date

Dr.
Department of
Towson University
8000 York Road
Towson, Maryland 21252

Dear

Thank you for agreeing to serve as an external evaluator of the scholarly/creative work of _____, (“Candidate”), who is being considered for promotion from _____ to _____ (or who is being considered for tenure at Towson University). I am sending under separate cover the publications (and/or other materials) that I am asking you to review.

Pursuant to the University’s promotion and tenure policy, your review “will remain confidential and will not be made available to the Candidate. Only officially constituted faculty committees and academic administrators authorized to evaluate the Candidate for promotion (or tenure) will have access to your evaluation and this correspondence.

Please provide an objective assessment of the Candidate’s accomplishments as a scholar (or reference specific work in other fields as appropriate) and your opinion on whether the Candidate has demonstrated the degree of accomplishment required for promotion to _____ (or for tenure) at _____ .

In making your evaluation of the candidate’s work, please address the following:

1. What, if any, has been your professional and/or personal relationship with the Candidate?
2. What is the significance of the issues addressed by the Candidate's work?
3. What is your assessment of the originality and the quality of the work?
4. Is the methodology used appropriate to the issues addressed and consistent with best practices in the field?
5. Does the work produce useful lines of future inquiry for the Candidate and/or for others in the field?
6. Has the Candidate's work appeared in journals, been exhibited in galleries, published by presses, or in professional or performance venues that are appropriate to the field that are indicators of quality work?
7. Does the body of the Candidate's work reviewed indicate continuing development as a scholar (or creative artist)?

In addition to responding to these specific inquiries, please feel free to comment on other aspects of the Candidate's scholarly work.

Due to the calendar for promotion and tenure decisions, please complete your review of the material and submit your evaluation by _the third Friday in September. Please address all correspondence to me at the address above, marked "Confidential."

Thank you for your assistance in this important matter. It is essential to sustaining the academic quality of Towson University that we call upon outside evaluations to assist us in judging the

professional scholarship performance of our faculty. We realize how time-consuming this task is, and we are truly grateful for professional service you will render on our behalf.

Sincerely,