

EXTERNAL REVIEW OF SCHOLARSHIP AND/OR CREATIVE ACTIVITY  
FOR PROMOTION TO FULL PROFESSOR  
STETSON UNIVERSITY

In 2013, external review of faculty scholarship and/or creative activity will become, under the T/P policy approved by the faculty and accepted by the Provost on 8/27/2010, a requirement for candidates seeking promotion to full professor. Until then, external review is optional but encouraged.

Candidates seeking to incorporate external review of scholarship or creative activity will submit to the Department Chair the names, titles, and contact information of 3-5 faculty or professionals external to Stetson University with relevant disciplinary expertise. Candidates should recommend potential reviewers with whom they have no personal or professional ties that could compromise the review. Although it is impossible—and unreasonable—to restrict the list of reviews to individuals with whom the candidate has had no personal contact, the following individuals should not normally be chosen to serve as reviewers: the candidate's doctoral or postdoctoral mentors; individuals with whom the candidate has recently worked as a coauthor, collaborator, or co-investigator on research and/or artistic projects; close friends from graduate school; and anyone with whom the candidate has had an intimate personal relationship. Untenured faculty will not normally be invited to serve as reviewers.

It is the responsibility of the Department Chair, in consultation with the candidate, to ensure that prospective reviewers meet these criteria. It is also the responsibility of the Chair to select the external reviewer(s). Typically, two external reviews will be sought.

The primary criteria for selection of reviewers should be that they a) possess demonstrated expertise in an appropriate field of scholarship and/or creative activity, and b) are capable of providing an objective evaluation of the candidate's work in relation to Stetson University and Division/Department standards for promotion to full professor. Reviewers should understand the balance of teaching, scholarship, and service expected of faculty at Stetson.

Candidates should provide the Department Chair with a portfolio of evidence of scholarship and/or creative activity to be shared with the external reviewer(s). This portfolio may include a brief (no more than two pages) narrative description of scholarship/creative activity prepared by the candidate.

Candidates should submit the names of potential reviewers and the portfolio of evidence to the Department Chair by May 1 of the year in which the candidate plans to apply for promotion.

External review letters will not be shared with the candidate.

Attached is a sample solicitation for an external review. It assumes a candidate is seeking promotion to full professor, but could be adapted if a candidate seeking tenure and promotion to associate wishes to include an external review of scholarship or creative activity.

## SAMPLE LETTER TO EXTERNAL REVIEWER FOR PROMOTIONS TO FULL PROFESSOR

Dear []:

The Department of [ ] in the College/School of [ ] at Stetson University is in the process of evaluating Professor [ ] for promotion to full professor. As part of our review process, I write to invite you to provide an external review of [ ]'s scholarly and/or creative accomplishments since his/her promotion to associate professor in [date]. As we discussed [in our email exchange OR on the phone], a professional vita and other supporting materials, including the standards for scholarship/creative activity for promotion to full professor at Stetson University, are enclosed with this letter.

Please provide a candid assessment of Prof. [ ]'s standing as a scholar in [ ] and include an evaluation of the quality of his/her contributions to the field. Comments concerning Prof. [ ]'s level of achievement in other areas of activity, such as teaching and service to the discipline, are welcome if you have first-hand knowledge or experience of his/her work in these areas, but are not required. In your review, you should also indicate the nature of your relationship, past and present, to Prof [ ].

While you are asked to evaluate the quality of Prof. [ ]'s contributions to the field, some contextual information regarding the faculty role at Stetson University will be helpful. Tenure-track faculty at Stetson are expected to achieve distinction in teaching, scholarship/creative activity, and service. Full-time faculty normally teach three courses per semester (six courses or the equivalent each year), with course enrollments typically ranging between 10-30 students. Stetson's curriculum emphasizes active engagement between students and faculty in and outside of the classroom. Full-time faculty also participate actively in the life and governance of the University.

All external peer review letters will become part of Prof. [ ]'s tenure/promotion packet and will be reviewed in accordance with Stetson's tenure and promotion policy. The process includes review by the tenured faculty in the department, the College/School and University tenure and promotion committees, the Dean of the College or School, the Provost, and the President of the University. Your letter will not be shared with Prof. [ ].

In order to ensure timely placement of your letter in Prof. [ ]'s portfolio, I must receive it no later than [], so that it may be included in the materials forwarded to the College/School Tenure and Promotion Committee by this year's deadline, [insert date].

If you are unable to provide a review, please let me know as soon as possible. I can be reached by email at [ ] or by phone at [ ].

Thank you in advance for providing valuable assistance in this most important evaluation of Prof. [ ].

Sincerely,