

**FACULTY REVIEW: EXTERNAL LETTERS for FACULTY PROMOTION and/or TENURE**

**External letters of evaluation:**

- 1) It is highly recommended that faculty participate in the process for external letters of evaluation, especially those seeking promotion in tenure-track/tenured ranks.
- 2) Letter writers evaluate only the area of research, scholarship, and/or creative activities.
- 3) Letters must be solicited using the process outlined below.

**Process for soliciting outside letters:**

- 1) Outside letters are solicited in the spring semester and/or early summer prior to the submission of the promotion and tenure file.
- 2) The faculty and the chair/director create a list of a minimum of six (6) potential letter writers who neither study nor work at NAU and do not have a close personal or professional relationship with the faculty (e.g., research collaborator, co-author) and identify the materials to be sent to letter writers.
- 3) The final list is submitted to the chair/director, including names, addresses, and a description of the individual's work, qualifications, and/or reason for being included on the list.
- 4) The chair/director requests letters from at least three (3) individuals on the candidate's list, contacting them by email first, followed by the request letter and the faculty's materials. Letter writers are asked to submit their reviews directly to the chair/director by the date specified. They are kept in the chair/director's confidential file.
- 5) When the faculty's professional review file for promotion and/or tenure is submitted in FAAR, the chair/director works with the FAAR liaison to place the external review letters in a secure location in FAAR (i.e., faculty member under review will not have access to the letter).

**Process for faculty seeking external review letters:**

- 1) Meet with your chair to create a list of potential reviewers who can provide an informed review in your area of research/scholarship
- 2) Submit the final list to your department chair/director and include names, addresses, and a description of the individual's work, qualifications, and/or reason for being included on the list.
- 3) Submit a summary narrative of your scholarly/research activity. Describe and document your accomplishments as a scholar including a description of your scholarship agenda. What do you consider your most important achievements and contributions to your discipline? How does your work demonstrate that you have met the scholarship expectations of your department and the university? How has your scholarly work grown and developed over the period evaluated here?
- 4) Include 3-5 artifacts that highlight your best work.
- 5) Include a copy of your vita (it might be helpful to have embedded links to journal articles and publications, whenever possible).