



Materials Shared with External Reviewers will include:

- Written instructions from the Unit Head
- The candidate's CV (in College format)
- The candidate's current research statement
- A selection of the candidate's scholarly work

From Faculty Handbook [4.5.2](#) External Letters

When external review letters are required (i.e., for tenure or promotion, or for mid-probationary review in some departments), the candidate shall suggest potential reviewers to the chair. The chair, in consultation with tenured faculty, shall identify additional reviewers. The chair shall select reputable scholars, researchers, or creative artists and critics who can evaluate the candidate's contributions to scholarship, research, or creative work. **The materials supplied to external reviewers shall include written instructions and a curriculum vitae.** Such external review letters shall be added to the dossier by the chair. External reviewers shall be advised that the University will endeavor to keep the reviewer's identity confidential, to the extent permitted by law.