## External Evaluations

### Promotion and Tenure

Please see Guidelines on External Evaluations under Promotion and Tenure on the Faculty Affairs website.

Information should be provided by Department Chair/Unit Director/Dean or Initial Review Committee as per unit procedures. Use the recommended headings but delete the instructions. Save the completed form (Items A-F) in one pdf file: **Last Name, First Initial External Info.pdf**

### Selection Procedure

The procedures used to identify and solicit external evaluators should be outlined here, including the procedures for transmitting the criteria and selection procedure to the candidate. If applicable, the procedures for replacing reviewers who withdrew after agreeing to participate should also be addressed.

**Note:** If the candidate holds a joint appointment, describe the consultation process between the units in identifying evaluators. Only one set of external evaluations is required for those who hold joint appointments.

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### Justification for Fewer than Six Evaluators

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### List of All Individuals Contacted to be External Evaluators

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| --- | --- | --- | --- | --- |
| Name | Position | Request Date | Accept or Decline | Date Evaluation Received |
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### Letters Soliciting External Evaluations

Insert one (1) copy of the form letter requesting an evaluation from outside scholars or professionals.

### List of Materials Sent to External Evaluators

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### Qualifications of Evaluators and their Relationship to the Candidate

Provide the following information on each external evaluator, numbering them from 1 to 6 and using the headings in bold below:

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| --- | --- | --- | --- | --- |
|  | Name | Title/Rank | Department | University |
| 1 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |

### External Evaluation Letters

Submit external evaluation letters in one pdf file: **Last Name, First Initial External Letters.pdf**

All letters solicited and received must be included. It would be helpful to the committees if the letters are in the same order as the list of external evaluators on this form.

**NOTE:** Do not submit full CVs or bio sketches of the external evaluators but do retain them in the initial review unit in case the intermediate review committee or UCPT requests additional information.

### Questions

Contact the Office of Faculty Affairs by email [facultyaffairs@ku.edu](mailto:facultyaffairs@ku.edu)

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| --- | --- | --- | --- | --- |
|  | Name | Title/Rank | Department | University |
| 2 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |

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| --- | --- | --- | --- | --- |
|  | Name | Title/Rank | Department | University |
| 3 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |
|  | Name | Title/Rank | Department | University |
| 4 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |

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| --- | --- | --- | --- | --- |
|  | Name | Title/Rank | Department | University |
| 5 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |

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| --- | --- | --- | --- | --- |
|  | Name | Title/Rank | Department | University |
| 6 |  |  |  |  |
| **Rationale for Selection**  Provide a brief (1-2 sentences) rationale for selection of this external evaluator and identify any relationship to the candidate | |  | | |
| **Source of Nomination:**  Candidate or Department/School | |  | | |
| **Scholarly Record:**  Provide a one paragraph summary of the evaluator’s areas of expertise, scholarly achievements (e.g., books, journal articles, creative works, grants, etc., as appropriate to the discipline), and stature in the discipline (e.g., major honors, leadership of professional organizations, etc.). This paragraph may be abstracted from the evaluator’s full CV or adapted from a short bio submitted by the evaluator. | |  | | |