

**GUIDELINES FOR SELECTION OF EXTERNAL EVALUATORS  
FOR NEW APPOINTMENT,  
PROMOTION, AND/OR TENURE**

Evaluations from external evaluators are essential to support new appointment, promotion, and/or tenure files. *At least half of the letters submitted must be from completely independent evaluators.*

An external evaluator is someone with whom the candidate has not had a working relationship as a colleague or collaborator over the past five years, or as a trainee or student over the past 10 years. A professional within the same discipline might be acquainted with a candidate and still be classified as an external evaluator if they are an “arm’s-length” evaluator whose knowledge of the candidate comes from their awareness and understanding of the candidate’s work through publication, presentation, or even personal exchange, so long as that personal exchange is not in the context of a mentor, supervisor, co-worker, etc.

Evaluators are classified as external when the perspective from which they view the candidate is from outside this university, but preferably not outside of the academy. (Reviewers from outside the academy are welcome to submit reviews, but the candidate and his/her advocates should know that these letters often have reduced impact.) The key is not so much where the evaluator physically resides at the time they write the letter, but rather on where the evaluator is or has been when they have been able to observe the contributions and accomplishments of the candidate.

External evaluators must be of academic rank equal to or higher than that for which the candidate is being considered.