I. Rationale for External Review

External review of scholarship is an element of the promotion and tenure process in the College of Education. External reviews serve to advise the Department, College, and University as to the broader impact and value of a faculty member’s scholarship. As objective appraisals of a candidate’s work, they also reduce the likelihood of bias in promotion and tenure decisions. External reviews make use of reviewers’ expertise to provide a comparison of the candidate’s contributions relative to peers in the discipline at the same point in their careers at institutions with similar expectations. This comparison is important for the Georgia Southern University College of Education as the College strives to “grow in its national recognition for excellence and innovation in teaching, scholarship, and outreach” (COE Vision, 2011).

The departmental policies and procedures provided here are intended to support the guidelines and procedures regarding Faculty Evaluation, Promotion, and Tenure presented in the Georgia Southern University Faculty Handbook and the CFR department’s promotion and tenure documents.

II. Expectations for External Reviewers

External reviewers will be asked to provide evaluations indicating that the quality and impact of a candidate’s scholarship is at a level sufficient to warrant promotion and/or tenure at Georgia Southern University, consistent with departmental expectations.

As per section 205.06, B4 in the Georgia Southern Faculty Handbook: “The individuals should be experts in the faculty member’s field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring.” Those with the title Professor Emerita or Emeritus may also be included in the pool of possible external reviewers.

A professional relationship may exist between a candidate and a possible external reviewer. However, an external reviewer cannot be an employee of Georgia Southern University, a current or former research or service collaborator of the candidate, a co-author, a current or former advisor, teacher, or employer of the candidate, nor related to or involved in a relationship with the candidate. External reviewers will be asked to disclose any and all personal or business relationships with the candidate.

External reviewers will not receive an honorarium. Their service will be recognized in a letter from the Department Chair.
III. Selection of External Reviewers

A minimum of two external reviewers will be obtained for a candidate seeking tenure and/or promotion to the rank of Associate Professor or Professor. The Department Chair will choose two from the list the candidate provides, and may also solicit two additional reviewers from the list the Department’s Tenure and Promotion Committee provides. A candidate should not under any circumstances solicit an external review. Reviews and letters solicited by the candidate should be clearly identified and placed in a section of the candidate’s dossier, separate from external reviews obtained through the external review process.

The process for nominating reviewers and handling external reviews will proceed as follows:

- The candidate constructs a list of three to six potential reviewers along with their mailing and e-mail addresses, telephone numbers, professional affiliations, and current positions. Accompanying the list should be a paragraph for each nominee that describes her or his qualifications as a reviewer (e.g., accomplishments, standing in the field). The candidate may submit up to three names (and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review.

- The Department Promotion and Tenure Committee, guided by faculty in the candidate’s program area, will also construct a list of up to six potential reviewers along with their mailing and e-mail addresses, telephone numbers, professional affiliations, and current positions. Accompanying the list should be a paragraph for each nominee that describes her or his qualifications as a reviewer.

- The Department Chair will ensure that at least two reviewers are solicited from the candidate’s list, and will also solicit up to two reviewers from the Department’s Promotion and Tenure Committee list, for a total of four possible reviewers.

- The Department Chair will contact the chosen external reviewers and ask them to participate in the review process. External reviews will be returned to the Department Chair.

- All external reviews received by the Department Chair prior to the Departmental Promotion and Tenure Committee review will be included in the candidate’s dossier.

*The timetable for the actions associated with external review is presented in the College of Education Promotion and Tenure Calendar.*

The candidate and the Department’s Promotion and Tenure Committee should be ready to provide additional names of reviewers if selected persons choose not to serve as reviewers. In extreme circumstances where fewer than two reviews are obtained (e.g., reviewer death, illness) the Department Chair must submit to the Dean a letter explaining the actions taken to obtain the required number of reviewers and identify the names contacted from both the candidate’s and department’s lists of external reviewers. This letter will be included in the candidate’s dossier.

External reviews can be used only once. New external reviews must be requested each time a candidate is considered for promotion and/or tenure.
IV. Use of External Reviews

The Department Chair will add the external reviews to each candidate’s dossier. Each review will be identified as prepared by an individual from the candidate’s list or the Department’s Promotion and Tenure Committee’s list. Accompanying the reviews will be documentation that describes qualifications of each reviewer. External reviews will not be provided to the candidate nor examined by the candidate at any time during the process of promotion and/or tenure evaluation. However, reviews may be subject to release in accordance with the Georgia Open Records Act. The Georgia Open Records Act makes University maintained records accessible to any citizen who requests them. Requests must be made through Georgia Southern University’s Office of Legal Affairs.

External reviews are intended to inform the decisions of all committees and individuals involved in the promotion and tenure evaluation process. Each review should be considered as one piece of evidence among many that are collectively used to render an objective and unbiased decision.

Contents of the Packet Sent to External Reviewers

The packet for review will include the following materials:
- Personal narrative of scholarship provided by the candidate
- Curriculum Vita provided by the candidate
- A minimum of four pieces of evidence of scholarship (e.g., published article or book, grant award letter) accomplishments selected and provided by the candidate
- Department Promotion and Tenure documents and guidelines
- Promotion and Tenure information from the Georgia Southern University Faculty Handbook

Sample Letters to External Reviewer

Letter 1-Request to serve as reviewer
Dear (name):

I am writing to ask if you will agree to participate in the review of Dr. (candidate’s name), who is a candidate for tenure and promotion to Associate Professor in the College of Education at Georgia Southern University. As a prominent scholar in the (discipline or field), my colleagues and I value your willingness to provide an evaluation of the scholarly activities of Dr. (name). If you agree to provide an evaluation, a packet that includes the documents listed below will be sent to you.

- Personal narrative of scholarship
- Curriculum Vitae
- Minimum of four pieces of evidence of Scholarly accomplishments selected by the candidate (either print or electronic versions)
- Department Promotion and Tenure documents and guidelines
- Promotion and Tenure information from the Georgia Southern University Faculty Handbook

We ask that you comment on the quality and significance of the candidate’s scholarly work in the context of Georgia Southern University’s mission as a Doctoral/Research university and in accordance with the promotion and tenure guidelines of the Department of Curriculum, Foundations, and Reading and the University. In this regard, we request that you address the impact of Dr. (name) scholarship on the discipline (or field) and provide a comparison of his/her contributions relative to faculty in the discipline (or field) at the same point in their careers at
institutions with expectations similar to that of Georgia Southern University. [Note: department chair must also include a sentence or two outlining the teaching and service load expectations for Dr. (name) here.] Finally, we ask that you return your review by September 1st along with a copy of your curriculum vita.

Your evaluation will become part of Dr. (name) promotion and tenure dossier. It will be reviewed in accordance with the procedures for promotion and tenure in the Department of Curriculum, Foundations, and Reading and at Georgia Southern University, which includes examination by Department and College committees and relevant College and University administrators. Please be assured that your evaluation will be treated as confidential. However, your evaluation may be subject to release in accordance with the Georgia Open Records Act. The Georgia Open Records Act makes University maintained records accessible to any citizen who requests them. Requests must be made through Georgia Southern University’s Office of Legal Affairs.

Please let me know as soon as possible of your willingness to provide an evaluation of Dr. (name) scholarly contributions by September 1st.

Sincerely.

Letter 2-Sent with documents

Dear (name):

Thank you for agreeing to serve as an external reviewer for Dr. (name), who is a candidate for tenure and promotion to associate professor in the College of Education at Georgia Southern University. Accompanying this letter is a packet that includes the documents listed below.

- Personal narrative of scholarship
- Curriculum Vitae
- Minimum of four pieces of evidence of scholarly accomplishments selected by the candidate (or link to electronic versions of scholarly activities)
- Department Promotion and Tenure documents and guidelines
- Promotion and Tenure information from the Georgia Southern University Faculty Handbook

We ask that you comment on the quality and significance of the candidate’s scholarly work in the context of Georgia Southern University’s mission as a Doctoral/Research university and in accordance with the promotion and tenure guidelines of the Department of Curriculum, Foundations, and Reading and the University. In this regard, we request that you address the impact of Dr. (name) scholarship on the discipline (or field) and provide a comparison of his/her contributions relative to faculty in the discipline (or field) at the same point in their careers at institutions with expectations similar to that of Georgia Southern. [Note: department chair must also include a sentence or two outlining the teaching and service load expectations for Dr. (name) here.] Finally, we ask that you return your review by September 1st along with a copy of curriculum vitae.

Your evaluation will become part of Dr. (name) promotion and tenure dossier. It will be reviewed in accordance with the procedures for promotion and tenure in the Department of Curriculum, Foundations, and Reading and at Georgia Southern University, which includes examination by Department and College committees and relevant College and University administrators. Please be assured that your evaluation will be treated as confidential. However, your evaluation may be
subject to release in accordance with the Georgia Open Records Act. The Georgia Open Records Act makes University maintained records accessible to any citizen who requests them. Requests must be made through Georgia Southern University’s Office of Legal Affairs.

I look forward to receiving your evaluation by September 1st along with a copy of your curriculum vita. If you have questions about my request or any of the materials that accompany this letter, please contact me. My email address (email address of CFR chair) and my telephone number is (phone number address of CFR chair).

Sincerely,