Case Western Reserve University
College of Arts and Sciences

PROMOTION AND/OR TENURE FILE
LIST OF RESEARCH COLLABORATORS

NOTE: It is the department or special committee chair's responsibility (or his/her designate, but not the candidate) to ensure that:

- all external evaluators can provide a true "arm's-length" evaluation of the candidate;
- the list of names below includes all those who were approved by the dean, not just those who responded;
- a one-page bio on each respondent is included; and
- the final set of letters reflects a balance or near balance of those names suggested by the department and those suggested by the candidate.

It is the chair's responsibility (or his/her designate, but not the candidate) to monitor the responses and solicit approval for additional evaluators if necessary.

Name	Recommended by: Candidate	Dept	Dean	Solicited (Date)	Evaluation Received (Date)	Bio Included