

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

Comments from external evaluators are essential to support new appointment, promotion, and/or tenure files. Per the provost's instructions, these comments must be provided by independent, truly arm's-length evaluators at high quality institutions and who are of academic rank equal to or higher than that for which the candidate is being considered.

An independent evaluator is someone with whom the candidate has not had a working relationship. A professional within the same discipline might be acquainted with a candidate and still be classified as an independent and arm's-length evaluator if his or her knowledge of the candidate comes from 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.

An evaluator is classified as independent and arm's-length when the perspective from which he or she views the candidate is from outside this university, but preferably not outside of the academy. (An evaluator from outside the academy is welcome to submit comments, but the candidate and his/her advocates should know that these evaluations often have reduced impact.) The key is not so much where the evaluator physically resides at the time the letter is written, but rather on where the evaluator is or has been when he/she has been able to observe the contributions and accomplishments of the candidate.

In general, an external evaluator may be someone with whom the candidate has: 1) had conversations or other casual contacts from time to time, 2) socialized at professional meetings, or 3) served on national committees.