

## OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT REAPPOINTMENT, TENURE AND PROMOTION

## **EXTERNAL REVIEWER DECLARATION**

Candidate Name:		
College:		
Department:		
Present Rank and Title:		
Proposed Rank and Title:		
LIST OF EXTERNAL REVIEWERS		
Section H of the Faculty Handbook: "The list is named a minimum of at least three external letters are u		nough to maximize the possibility that
Name of External Reviewer	Title	Institution
1		
2		
3		
4		
5		
6		
7		
8.		



## Policy on the Selection of External Reviewers

As stated in the Faculty Handbook, an "arm's length" reviewer must be an expert in the Candidate's discipline with no conflicting relationship and must be a completely independent referee.

Professionals within the same discipline might be acquainted with a Candidate and still be classified as an external reviewer if their 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, or co-worker.

- Evaluators are classified as external when the perspective from which they view the Candidate is from outside Roosevelt University, <u>but preferably not outside of the Academy</u> except in rare cases of persons at the highest levels of professional achievement.
- The list of external reviewers should be national in scope.
- The Candidate and the Reviewer must:
  - o not have had a working relationship as colleague within the same institution or as a research collaborator within the past five years;
  - o not have been a trainee or student within the past ten years;
  - o not have been involved in a past or current romantic or personal relationship nor possess any familial relationship;
  - o not include reviewers from the alma mater of the Candidate's terminal degree;
- Final approval of this list is at the sole discretion of the Dean. The dean's signature certifies that the aforementioned criteria have been followed.

CANDIDATE ATTESTATION: I certify that the names listed above meet Roosevelt University's policy on the selection of external reviewers. I understand that failure to disclose information in violation of this policy may result in denial of tenure and/or promotion.

Candidate's Signature	Date
Dean's Approval:	
Dean's Signature	