Procedures for External Evaluation Process

The purpose of the external review is to provide a fair, objective, and confidential assessment of the quality and contributions of the Candidate’s scholarship or professional creative work. The Candidate’s application will normally include five external review letters, three from names provided by the Candidate, and two from names provided by the Department Chair.

A. Names provided by the Candidate: The Candidate will submit a list of up to eight names and their professional credentials to the Department Chair, who will work with the Candidate to select three external reviewers, replacing any selected individuals who choose not to participate. The Candidate is encouraged to exclude evaluators who are former professors, former students, and anyone whose opinion might be compromised by a current or former professional relationship (e.g. co-authors, co-workers, mentors, etc.).

B. Names provided by the Chair: The Department Chair will create a list of five external reviewers and their professional credentials, from which the remaining two external reviewers will be selected. The Candidate will be given the opportunity to review the list, and may request the removal of no more than two names, for reasons of personal or professional bias.

C. It is the responsibility of the Department Chair to contact the external reviewers and request their participation. In the event that the Department Chair is a Candidate for promotion, the Dean will contact the reviewers. All external reviewers should receive materials from the Department Chair by July 15 of the year of candidacy.

D. In cases where the reviewer is not a faculty member from a tenure-granting institution, an explanation should be provided as to why the reviewer is being solicited.

E. The chair will ensure that any letter submitted in a language other than English shall be translated by an Apostille certified translator at the expense of the College or School. The Apostille certified translation and the original letter will be included in the candidate’s dossier.

F. Faculty applying for tenure and/or promotion should have relevant application materials in the reviewers’ hands by July 15th so that they have time to review the file, write a thoughtful assessment of the work, and send their evaluation. To facilitate the process, the Candidate should provide the Chair in early summer with a list of potential reviewers. All reviewers holding an academic appointment should be at or above the rank sought by the Candidate.

G. The Candidate, in consultation with the Department Chair, will prepare the scholarly and/or creative material to be sent to external reviewers. All materials sent to external reviewers must be consistent with Departmental Standards. Only material that has been published/produced/performed/displayed (peer-reviewed or juried or disseminated) or is under contract should be included. This material will be sent by the Chair to the chosen reviewers along with:

1. The Candidate’s curriculum vitae;
2. Sufficient descriptive material, including Departmental Standards and the sections of the Faculty Handbook pertaining to rank and tenure, expressing research and publication
standards or standards for the creation and dissemination of professional creative work for promotion and tenure, to familiarize the reviewer with Loyola Marymount University’s standards;

3. Instruction by the Chair that the evaluation is to focus on the quality and contributions of the Candidate’s scholarly/professional/creative work;

4. The letter to the reviewer should contain an explicit request that the reviewer state, in the letter, any details related to his or her relationship to the Candidate;

5. The letter to the reviewer should include an addressed envelope to the Department Chair unless materials are being transmitted electronically.

H. A sufficient number of letters will have been received if three or more of the solicited letters arrive by the original due date for external letters as defined in this Section, provided at least one of the reviewers is from the Chair's list. Any external letters received after the original due date for external letters as defined in this section must be forwarded to the parties in possession of the application and inserted therein in accordance with Rank and Tenure Resource Manual, Procedures, Roles, and Responsibilities, section 4.6. (page 12, Addenda, above).

I. If the faculty member applying for tenure or promotion has reasonable grounds to believe that the external evaluation procedure will result in an evaluation that is substantially less valid or substantially less fair than an evaluation process that is purely internal, then he or she shall appeal as follows.

J. He or she shall write a statement detailing reasons and evidence relevant to his or her objection to the external evaluation process. One copy of this statement shall be delivered to the Chair of the Rank and Tenure Committee, whose committee shall render a final decision concerning the appeal. The applicant shall deliver a second copy of the appeal to his or her chairperson. This chairperson will initiate a discussion of the appeal with other voting members of the Department or Program, and this Department/Program may communicate recommendations to the Rank and Tenure Committee in a timely manner.

K. A complete list of the materials submitted to external reviewers shall be compiled by the Candidate and verified by the Department Chair. This list of materials should then be included in the Candidate’s dossier along with the evaluation letters.

L. All evaluation letters should be submitted no later than one week prior to the application deadline to the Department Chair and added to the Candidate’s application by the first Monday of October. The external reviewers should send their assessment in PDF or electronic form with an accompanying hard-copy form on professional letterhead. E-mail narrative submissions are unacceptable. Each reviewer should also send a short CV with the assessment.