

Tenure and Promotion Handbook
Faculty Manual §4.VII.E.8:
External Reviews of Scholarly/Artistic Work

[The dossier shall contain] external reviews of the candidate's scholarly or artistic work. Reviews of the candidate's scholarly or artistic work shall be provided by at least two, but no more than four, individuals external to St. Olaf College. The purpose of these reviews is to provide expert evaluation of the quality and significance of the candidate's scholarly or artistic work. Normally, at least one of these reviews shall be prepared by an individual with little or no prior relationship with the candidate. After conferring with the candidate and the tenured members of the department(s), the initiator(s) of the candidacy shall provide to the Dean of the College an ordered list of recommended reviewers, including a rationale for each prospective reviewer and a description of his or her professional relationship, if any, to the candidate. The dean shall request from each reviewer a written evaluation of the candidate's scholarly or artistic work in relation to the criteria for contributions to one's disciplinary and/or interdisciplinary field(s) (Section 4.VI.B.2.) and in light of the relevant department Statement(s) on Significant Scholarly/Artistic work. Prospective reviewers shall be provided with the candidate's curriculum vitae, a portfolio of the candidate's scholarly or artistic work prepared by the candidate in accordance with instructions provided by the Dean of the College, the Standards for Faculty Evaluation (Section 4.VI.), the department Statement(s) on Significant Scholarly/Artistic Work, and in the case of a joint appointment, the portion of the joint statement of expectations (Section 4.III.I.1.c.) germane to scholarly or artistic work.

1. Individuals who have access to this item:

- The initiator
- The candidate's Associate Dean
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents

2. Participants in preparing this item:

- *Candidate* –
 - Suggests potential reviewers to the initiator (*preferably 4-8*)
 - Provides information to initiator describing his or her relationship with each prospective reviewer and explaining why each individual would be an appropriate choice
 - Provides initiator with contact information (street address as well as email address)
 - Provides initiator with an electronic copy of his or her CV and electronic copies of professional materials to be sent to external reviewers and made available to the Tenure and Promotion Committee

- *Initiator* –
 - Consults with the candidate, tenured members and Associate Dean to develop a list of potential reviewers, including for each reviewer a rationale and a description of his or her professional relationship, if any, to the candidate. The reviewers should be listed in order of preference. This list should include both street address and email address for each reviewer.
 - Advises candidate on CV preparation and contents of portfolio of professional materials to be sent to external reviewers.
 - Provides the Dean of the College with the appropriate version of the department's Statement on Significant Scholarly/Artistic Work.
 - Provides final ordered list of recommended reviewers to the Dean of the College, with name, title, U.S. mail address, email address, telephone number, statement of relationship to the candidate, and rationale for each individual on the list.
- *Tenured members of the department* –
 - Suggest potential reviewers to initiator, including a rationale for each
 - Provide feedback to initiator on the draft list of reviewers and accompanying rationale prior to submission to the Dean of the College
- *Associate Dean* – Provides feedback to initiator on the draft list of external reviewers and rationales
- *Dean of the College* –
 - Sends initial letter of inquiry to two, but not more than four, individuals on the initiator's list of potential reviewers to ascertain willingness to participate. Sends letters to additional individuals as needed.
 - After a reviewer has replied in the affirmative, the Dean of the College sends the following:
 - ✓ A personal letter of instruction to each reviewer
 - ✓ The *Faculty Manual* Standards for Faculty Evaluation (Section 4.VI)
 - ✓ The department's Statement on Significant Scholarly/Artistic Work **or**, in cases of joint appointment, the portion of the Joint Statement of Expectations for Teaching, Scholarly or Artistic Work, and Service that pertains to Scholarly/Artistic Work.
 - ✓ The candidate's CV
 - ✓ The candidate's portfolio of professional materials

3. Guidelines and suggestions:

- It is advisable to submit a list of at least five potential reviewers (*preferably more*) to the Office of the Dean, since not all of those contacted may be able to participate. Prospective reviewers should be listed in order of preference *including all contact information*. The initiator may wish to keep the names of one or two additional reviewers on hand in the event that several of the individuals on the original list decline the Dean's invitation.
- As a group, the external reviewers should be characterized by:

- *Objectivity*: The nature of any relationship between the candidate and each reviewer should not be such as to compromise the objectivity of the reviewer's evaluation of the candidate's professional work.
 - *Balance*: The reviewers should collectively reflect a breadth of expertise commensurate with the breadth of the candidate's scholarly and artistic work.
 - *Professional expertise*: The substance of the reviewers' collective areas of expertise should be appropriate to the substance of the candidate's work.
- The Office of the Dean of the College is responsible for ascertaining the availability of prospective reviewers. Neither the candidate nor the initiator should contact prospective reviewers in advance of the Dean's invitation to write. The Office of the Dean is also responsible for following up with external reviewers in the event of any delay in the submission of the requested review.
 - Typically, in the case of a review for promotion to the rank of professor, a candidate's portfolio of professional materials for evaluation by the external reviewers consists principally of materials completed since the candidate's last review for tenure and/or promotion. Important works completed prior to the last review should also be included, because they help to establish the significance of the candidate's accomplishments (see *FM* Section 4.IV.B.6.e). However, such earlier works do not by themselves demonstrate sustained accomplishment, which is an additional condition for promotion. Consequently, candidates should be selective in including evidence of prior achievements; the majority of the portfolio should consist of more recent work, which helps to establish the sustained nature of the candidate's achievements.