

College of Fine Arts

Policy on External Evaluation Letters for Tenure and Promotion

The University policy on external evaluators for tenure and promotion can be found in the [Faculty Promotion, Tenure and Emeritus Policy](#). The University policy supersedes all departmental and College policies. Below is a guide to following the University policy on external evaluators for tenure and promotion.

College Policy on External Evaluators for Tenure and Promotion Candidates

External letters of evaluation are sought to assure that our expectations for tenure and promotion are consistent with the general standards of our peer institutions. External letters of evaluation should be requested from institutions of higher learning that are comparable in academic ranking, at least in similar quality and profile to programs in the College of Fine Arts at TCU, who hold comparable promotion and tenure criteria in the areas of research and/or creative activity and teaching.

The Guidelines for External Evaluation Letters can be found in Appendix B of the [Faculty Promotion, Tenure and Emeritus Policy](#).

College Process for External Evaluation for Tenure and Promotion Candidates

- Faculty seeking tenure and/or promotion must provide the names of 4-5 potential external evaluators to their Chair/Director by the first Monday in April. The Chair/Director will add 4-5 names to this list and forward it to the Dean's Office by the second Monday in April. Names provided by the candidate should be clearly marked.
- Faculty seeking tenure and/or promotion should submit the External Review portion of their dossier to their assigned Box folder by the 2nd Monday in April.
- The Dean's Office will solicit external evaluation letters and add them to the candidate's dossier. The process of soliciting external letters should follow the P&T calendar, Appendix A in the [University policy](#).

Best Practices and Important Information in the Policy include:

- Avoid submitting reviewers who could potentially be a conflict of interest. Reviewers may include a professional within the same discipline who may be acquainted with a candidate and still can be classified as an independent evaluator if their 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, or close friend.
- Reviewers should be provided with the University, College, and Department/School promotion criteria.
- The external letters must address the candidate's scholarly record and contribution to their discipline but should not comment on whether or not the candidate would qualify for tenure or promotion at the reviewer's institution.
- External reviewers should have achieved the rank to which the candidate is applying or higher.
- Do not use solely local universities (UNT, SMU, Baylor). Do not use former dissertation advisors or close personal friends.