Department Chairperson’s Selections: Include **all** solicitations in Table 1; cut/paste **received letters** into **Table 2** **in the order in which they were received.**

**Name of candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LETTERS SOLICITED** (Table 1)

| **External Reviewer Name**  **(last, first)** | **Title/Position** | **Rank** | **Department** | **University/College** | **Relationship to Candidate,  if known** | **Date**  **Sent** | **Date Received**  **(or “N/A”)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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| **Reviewer**  **Reference**  **Number \***  **(use in review letters)** | **External Reviewer Name**  **(last, first)** | **Title/Position** | **Rank** | **Department** | **University/College** | **Date Received** |
| --- | --- | --- | --- | --- | --- | --- |
| Reviewer 1 |  |  |  |  |  |  |
| Reviewer 2 |  |  |  |  |  |  |
| Reviewer 3 |  |  |  |  |  |  |
| Reviewer 4 |  |  |  |  |  |  |
| Reviewer 5 |  |  |  |  |  |  |
| Reviewer 6 |  |  |  |  |  |  |
| Reviewer 7 |  |  |  |  |  |  |
| Reviewer 8 |  |  |  |  |  |  |

**LETTERS RECEIVED** (Table 2)

**\* Department Chairs:**

In the “Letters Solicited”, Table 1, please complete the information for all reviewers that you contacted.  
If review letters were provided, indicate the date of receipt. If review letters were solicited but not provided, note “N/A.”

This process is intended to account for all solicitations.

In the “Letters Received”, Table 2, paste the reviewer information from the “Letters Solicited” table, **in order by date received**.

Extra rows are provided, at least five review letters are suggested.

When saving the external letters to the file share, please name the file using the reviewer reference number noted in the “Letters Received” table, as well as the external reviewer’s name and the candidate’s last name.

E.g., if you have reviewers named and Joseph Bass (received first) and Olga Alvarez (received second) writing letters for a candidate named Marcus Franklin, you would name the letter files in this way:

REV1\_Bass, Joseph\_Franklin

REV2\_Alvarez, Olga\_Franklin

# External Letter Timeline

Early requests may facilitate reviewer availability; it is recommended that each of these milestones are met no later than the dates noted:

|  |  |
| --- | --- |
| **May 1** | Candidate provides list of potential reviewers and those to exclude from the reviewer list |
| **Mid-May** | Chair solicits external reviews from final list of reviewers |
| **Last week of May** | Chair sends candidate materials to reviewers who have accepted |
| **Mid-June** | If the chair has not received at least five external review letter commitments per candidate, they will solicit additional reviewers |
| **Mid-August** | Chair ensures all external letters have been received and seeks additional reviewers, if needed |
| **September 1** | External reviewers should submit their evaluation and CV. Chair reviews external materials and completes Appendix 2c |
| **First Monday in October** | Chair submits materials to P&T file share **(this is a contractual deadline)** |

**\* Campus review letter writers:**

The reference number in the right-hand column of the “Letters Received” table should be **used in place of reviewer names at all levels of campus review when citing an external letter.**