

## **Guidelines for Soliciting Letters of Evaluation for Candidates under Consideration for Tenure and Promotion in the College of Engineering**

The following guidelines for the solicitation of letters of evaluation have been established to assist in the evaluation of promotion and tenure packages. It is anticipated that a clearly stated procedure will provide evaluators with external evaluations suitable to reach a more confident recommendation. It is also believed stated guidelines will help the candidate better prepare for the promotion and tenure process.

### Guidelines

1. Letters will be solicited from the external faculty most capable of an objective evaluation of the candidate. It is expected that the member will be at the rank of Full Professor for promotion to Full Professor. For Promotion to Associate Professor, it is expected that most of the external evaluators will be at the rank of Full Professor. Only exceptionally qualified Associate Professors should be asked to provide reference letters. If the evaluator is not a faculty member, this person should hold a degree at least equivalent to that of the candidate.
2. A minimum of 8 letters should be requested. The final packet must contain no fewer than 8 and no more than 9 letters. All solicited letters that are received must be included in the final packet.
3. The candidate shall suggest names for no less than 50% of the solicited evaluations. The chair shall identify the remainder of the evaluators, in consultation with the voting faculty.
4. A biographical sketch (1-2 paragraphs) should be requested from each evaluator and included in the preface to the Letters of Evaluation in the promotion package.
5. The nomination package should include each evaluator's biographical sketch. All letters received must be forwarded with the package.
6. The evaluations should address the research or other creative activities of the candidate. They may also address the candidate's performance in teaching and service if they feel qualified to do so.
7. For promotion to Associate Professor, the letters of evaluation should include acknowledgement of national stature in the candidate's field and potential for long term success. For promotion to Full Professor, the letters of evaluation should include acknowledgement of national and international stature in the candidate's field and the expectation that the candidate will continue to make significant contributions.