

## **Department of Agronomy and Horticulture Guidelines for External Letters for Candidates for Promotion and/or Tenure**

Department Head/Chair sends e-mail, followed by official letter to candidate requesting names, contact information, and relationship for five external reviewers; and asking candidate to complete and sign the waiver form. Due in Department Head/Chair office by September 1.

The candidate must provide a list of individuals with a potential conflict of interest. Candidates must list alphabetically by last name (and with last name first), the full names of individuals in the following categories.

1. All thesis or postdoctoral advisees/advisors
2. All co-authors on publications within the past three years, including pending publications and submissions
3. All collaborators on projects within the past three years, including current and planned collaborations
4. All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years including receiving compensation of any type (e.g., money, goods or services).

Note: Other individuals working in the applicant's specific area are not in conflict of interest with the applicant unless those individuals fall within one of the listed categories. The department head must be informed of any additional conflicts of interest that arise after the application is submitted.

Department Head/Chair contacts the department senior faculty within the appropriate discipline and the faculty's mentor identifying the candidate(s) applying for promotion and/or tenure and asking for names of external reviewers; names due back to head/chair one week from date request is made.

Candidate decision with regard to the waiver determines the next step. If candidate selects "I waive the right to inspect all written comments solicited from outside peer reviewers, provided I have agreed to a list of potential outside peers from which evaluation will be requested" is selected, Department Head/Chair will send the list of 10 external reviewers to the candidate asking if anyone should be removed. If the candidate has retained the right to inspect all written comments solicited from outside peer reviewers then the external reviewer list is not shared with the candidate.

Department Head/Chair (or designee) contacts three external reviewers from developed list to see if they will be willing to serve as external reviewers for the candidate's promotion and/or tenure file; provides date when the file will be sent and when the review is due back to the department office.

Adopted at 5/18/2010 FAC Meeting