

Procedure for Submission of Materials for External
Reviewers for Tenure and Promotion
2024-2025

- Review carefully the guidelines pertaining to outside review letters in the Personnel Guidelines and Procedures section of the Faculty Handbook - Chapter IV, Section D.2-h.
- **Make an appointment** with Mary Raschko, Associate Dean for Faculty Development, to discuss the process for creating your list of outside reviewers. Candidates who have already had this initial discussion with Helen Kim need not schedule an additional meeting, but certainly may if they find it useful.
- **Submit your list of a minimum** of eight and maximum of ten outside reviewers and an updated curriculum vita to Mary Raschko no later than **Monday, April 1, 2024.**

Using the excel spreadsheet provided, you will need to provide the following information for each outside reviewer:

- Full name and title
 - Telephone number
 - Email address
 - Justification for selection of reviewer
- You will receive four USB flash drives from the PDOF Office for uploading materials for your external reviewers.
 - **Submit your four flash drives** containing materials for external reviewers to Atarah Pinder in the PDOF Office by **Monday, May 27, 2024.**