

PERSONNEL DOCUMENT:  
POLICIES GOVERNING FACULTY AND NON-CLASSIFIED SERVICE . . .

Addendum 2:  
Procedures for External Letters of Evaluation

The campus document *Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure* requires that all dossiers of candidates for promotion and/or tenure include evaluations from outside reviewers.

A minimum of three letters must be obtained for the candidate's file as well as a short vita from each of the external reviewers. All reviewers' letters received by the combined membership of the appropriate tenure and promotion committees become a permanent part of the candidate's file of supporting material and must accompany it through each level of review.

Reviewers shall generally meet the following criteria:

- a) They shall be impartial, lack a familial relationship with the candidate, lack a former student/teacher relationship with the candidate, and lack any apparent or actual conflict of interest.
- b) They shall be persons who possess appropriate expertise to assess the candidate's professional accomplishments.
- c) Except in rare circumstances, external reviewers who reviewed a candidate for promotion or tenure should not be asked to review the same candidate for subsequent promotion or other distinction.
- d) Candidates are encouraged to recommend external reviewers from benchmark or aspirant peer institutions, when appropriate. A list of benchmark institutions can be found on the web site for the Office of Institutional Research [[http://oir.uark.edu/home/benchmark\\_12.html](http://oir.uark.edu/home/benchmark_12.html)].

The following are the procedures for the University Libraries:

Immediately after May 5, the deadline for requesting nomination for promotion and/or tenure, the candidate and appropriate personnel committee(s) will each develop a list of three to five potential reviewers, along with a brief rationale and biographical sketch for each nominee. The candidate may request a meeting with the appropriate committee(s) in advance if the candidate wishes additional assistance with developing the list. The appropriate committee(s) may solicit recommendations for reviewers from managers and administrators in the candidate's supervisory line and may choose to include these suggestions.

By May 10, the candidate and the appropriate committee(s) will exchange their respective lists. The candidate will have five working days, until May 17, to strike up to two names from the list of the committee(s). The committee(s) will determine the final ranked list of external reviewers, but must include at least one name from the candidate's list and at least one name from the list of the committee(s). The final list must be comprised of at least three reviewers.

If the candidate seeks only promotion or tenure, the Tenure Committee or appropriate Promotion Committee will work with the candidate on devising the final list. If the candidate seeks tenure and promotion to associate librarian, the candidate will work with the joint membership of the Tenure Committee and Promotion Committee I, which will meet as one body for this portion of the process. If the candidate seeks tenure and promotion to librarian, the candidate will work with the joint membership of the Tenure Committee and Promotion Committee II, which will meet as one body for this portion of the process. In order to accomplish these deadlines, the appropriate committee(s) will meet to select a chair and secretary, who will serve during the calendar year. A manager in a candidate's supervisory line will serve as an officer only in extraordinary circumstances. (That is, only when service as an officer cannot be avoided. For instance, in a given year there might be a large number of candidates but relatively few committee members at the appropriate rank.) The membership of the committee(s) will be determined by the current rank and tenure status in May. Members who join the committee(s) at a later date (typically July 1) will serve from that point forward but not participate in the selection of external reviewers.

By May 24, the appropriate committee(s) will provide a final list to Library Human Resources Office (LHRO). The candidate will not be told the final composition of the list of reviewers.

LHRO will contact the external reviewers in the order of priority listed, with the intent to obtain a minimum of three written reviews. LHRO will communicate with the officers of the appropriate committee(s) if questions arise.

After the letter and packet of information have been sent to the external reviewers, contact with the external reviewers shall be through LHRO. In the event that a reviewer has contact with a member of this library's faculty or staff, the person contacted shall not comment on the candidate. The reviewer should be directed to LHRO for information about the candidate.

By August 10, the candidate shall provide the following materials to LHRO to be forwarded to the external reviewers:

1. Tenure and promotion criteria as specified in the *Personnel Document: Policies Governing Faculty and Non-Classified Service in the University of Arkansas Libraries*, sections I.B and IV.A–B.
2. Candidate's vita

3. Consolidated Statement of Duties and Responsibilities, including goals, since the initial appointment or last promotion
4. Main sections of the *Faculty Review Checklist* that specify accomplishments of professional performance, scholarship and service since the initial appointment or last promotion
5. Examples of publications or other supporting materials that are related to professional performance, scholarship, and service
6. A summary of professional accomplishments and their significance (i.e., the personal statement)

By August 17, a signed original letter from the dean and supporting material shall be mailed to each potential reviewer. The dean may use the form letter developed for this purpose (see attached). Reviewers shall be informed that evaluations will be made available to the candidates.

For purposes of confidentiality and authenticity, only signed letters may be included in the candidate's file. In cases where an electronic version is received, LHRO will secure a signed document.

If a reviewer does not respond by September 19, a reminder to submit the assessment will be sent by LHRO.

By October 1, LHRO will furnish the candidate with redacted versions of the letters from the external reviewers. (A candidate could have access to the original letters under the Freedom of Information Act.)

By October 8, the candidate shall respond in writing to any substantive issues raised in external review letters.

A thank you letter from the dean shall be sent to each reviewer.

2<sup>nd</sup> Rev. 4/18/05

Approved by library faculty May 9, 2005

3<sup>rd</sup> Rev. (minor edit) June 7, 2005

4<sup>th</sup> Rev. approved by library faculty December 12, 2007

5<sup>th</sup> Rev. approved by library faculty May 20, 2009

6<sup>th</sup> Rev. approved by library faculty June 14, 2010

7<sup>th</sup> Rev. approved by library faculty March 2, 2012