



COLLEGE OF LIBERAL ARTS

Office of the Dean

TO: CLA Department Heads

FROM: David Reingold, Dean of Liberal Arts

A handwritten signature in black ink that reads "David Reingold".

DATE: May 1, 2016

RE: Expectations on external letters for promotion and tenure cases and faculty hiring at the rank of associate or higher

In response to new campus guidance on external reviewers for promotion/tenure and hiring, all promotion and tenure cases must have at least five external reviews from full professors at peer (AAU) or aspirational peer institutions. The same expectation applies to faculty hiring at the rank of tenured associate professor or higher. Exceptions may be granted by the Dean and approval must be granted prior to soliciting an external letter from a referee or potential reference. This policy also applies when the College is considering hiring a faculty member that is a partner or spouse. Exceptions will be considered within the parameters described by the campus promotion and tenure guidelines. This policy will be in effect for AY2016-17 and beyond.