

McCOY COLLEGE OF BUSINESS ADMINISTRATION

CBAPPS 5.08

External Review Policy

PURPOSE

The purpose of this policy is to establish McCoy College requirements for external evaluation of professional contributions of candidates for tenure and promotion. Professional contributions include contributions in research, teaching and service.

UNIVERSITY POLICIES

AAPPS Documents:

8.10 Tenure/Promotion Review

Also see the most recent versions of:

Tenure and Promotion Policy of the Applicant's Academic Department

GENERAL INFORMATION

This policy delineates guidelines for external evaluation of professional contribution of candidates for tenure and promotion in the McCoy College of Business Administration. While the primary focus is on evaluation of the candidate's intellectual contributions, an assessment of the candidate's other components of professional qualifications may also be requested if and when appropriate. External evaluations will be used as one factor of many in a holistic sense when making professional judgments about the candidate's qualifications. Each external evaluation received becomes a part of the candidate's portfolio. This policy outlines the procedure for the selection of external reviewers.

Guidelines for Selecting External Reviewers

1. The selection of external reviewers should be guided by the goal of obtaining independent and objective confirmation of a candidate's professional contributions.
2. Normally, external reviews are solicited from qualified reviewers from appropriate academic institutions who can provide objective reviews. The department chair and the candidate are the best judge of determining this.
3. External reviewers should hold the terminal degree appropriate to the candidate's discipline and hold a higher rank than the candidate.
4. To minimize biases, external reviews may not be solicited from thesis advisors or co-authors.

External Reviewer Nomination and Selection Process

1. By June 1 of the application year, the candidate and the department chair will each submit names of at least three individuals who might serve as external reviewers of the candidate's qualifications. These will form an initial pool of external reviewers for the candidate. More than six potential reviewers can be selected and prioritized so that others can be contacted if any nominees decline to serve.

2. The department chair will select at least three, ideally four reviewers from this pool, with at least one coming from the candidate's list.
3. The department chair will solicit reviewers from the pool until at least three, ideally four reviewers have agreed to supply evaluations. A sample email is provided as Appendix A.
4. The department chair should send a formal request to those reviewers who have agreed to supply evaluations. The formal request should clearly state what is being requested of the external reviewer and accompany appropriate materials of the candidate's work to be evaluated. Additionally, the department chair may want to notify reviewers that the University policy on Freedom of Information Act stipulates that the candidate has access to all external evaluations of his/her qualifications. The chair should request reviewer's response by a specific date to allow for the candidate's portfolio to be completed by October 15 of the application year. A sample formal request is provided in Attachment B.
5. The department chair should send reminders to selected reviewers to ensure timely receipt of evaluations. The department chair and faculty candidate can decide on an appropriate action if the reviews from selected reviewers are not received in a timely manner.
6. The department chair should document the above process and results. If the reviews from selected reviewers are not received in a timely manner before the application submission date, the department chair will attach the document to the candidate's portfolio for reference.

Information Provided to External Reviewers

The guidelines provided to reviewers will be developed by the McCoy College Council. At a minimum, the packet of information provided to all external reviewers should include:

1. The formal request to solicit external evaluation of the candidate's work
2. Candidate's Curriculum Vita
3. Copies of selected samples of materials to be evaluated in electronic or digital format
4. McCoy College Mission and Vision statements
5. McCoy College's guidelines for tenure and promotions (CBAPPS 5.05)

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2020

CBAC Review: _____

Date: _____

Governance Review: _____

Date: _____

Approved: _____

Date: _____

Denise T. Smart
Dean of the McCoy College of Business Administration

Last Update: April, 2015

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Appendix A

Sample Email to Solicit External Reviewers

[Date]

[Inside Address]

Dear [External Reviewer's Name]:

Dr. [Candidate's Name] is being considered for promotion to the rank of Associate Professor/Professor in the Department of [Candidate's Department Name] in the McCoy College of Business at Texas State University. Your name has been suggested as an appropriate reviewer of Dr. [Candidate Name]'s intellectual (and professional) contributions because of your expertise in the candidate's area of specialization or discipline.

We do not require reviews of each individual work, but of the body of contribution. An effective review need not take more than a page or two. External evaluations of candidate's work are due no later than [insert appropriate deadline]

We will appreciate your response by [insert appropriate deadline] via email if you are available and willing to serve as an external reviewer. If you agree to assist us, we will make the necessary arrangements to send you appropriate materials in electronic or digital format.

Please do not hesitate to contact me at 512-245-XXXX or via email at [Chair's email address] should you have any questions. We look forward to hearing from you. Thank you for considering this review.

Sincerely,

[Chair's Name and Address]

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Appendix B
Formal Request for External Review

DATE
INSIDE ADDRESS

Dear Professor/Dr. (EXTERNAL REVIEWER'S NAME):

Thank you for agreeing to be an external reviewer for Dr. (CANDIDATE NAME), who is being considered for promotion to the rank of Associate Professor/Professor at Texas State University. A component of the University's review process mandates that external reviews of the candidate's intellectual and professional contribution be conducted. Your name was submitted as someone who, as a recognized scholar in an area related to the candidate's fields of interest, is qualified to provide us with knowledgeable evaluation of the scope and quality of Dr. [Candidate Name]'s work.

As is the case at most universities, criteria for promotion and tenure at Texas State University are based on performance in the areas of research, teaching, and service. A copy of the McCoy College of Business's Tenure and Promotion Policy is included as a guide for your assessment.

Attached are a curriculum vitae, samples of Dr. (CANDIDATE NAME)'s published journal articles, papers under review and working papers in electronic or digital format.¹

Our principal interest lies in your evaluation of Dr. (CANDIDATE NAME)'s intellectual contributions. We are asking you to comment upon the scope and quality of Dr. (CANDIDATE NAME)'s overall intellectual contribution,

In making this review, please bear in mind that the University policy on Freedom of Information Act stipulates that the candidate has access to all external evaluations of his/her qualifications. I would also like to bring to your attention that faculty at our University have an average teaching load of nine credit hours per semester. University policy also requires me to ask that you specify your relationship, if any, with the candidate.

Finally, our formal review begins in October. It would be most helpful if we could receive your written evaluation by **[LIST DEADLINE HERE]**.

Again, thank you for agreeing to serve as an external reviewer for Dr. (CANDIDATE NAME)'s intellectual and professional contribution. I know from personal experience that this task can require a significant amount of time, but it is one that is crucial to our tenure and promotion process.

Please do not hesitate to contact me at 512-245-XXXX or via email at [Chair's email address] should you have any questions. We look forward to receiving your review.

Best regards,
Department Chair

Encl:

Dr. [Candidate Name]'s curriculum vitae
Copies of material to be evaluated
McCoy College's Tenure and Promotion Policy (CBAPPS 5.05)
McCoy College's Mission and Vision statements

^{1,2} These paragraphs will have to be modified if the external reviewer is also asked to evaluate candidate's teaching and/or service accomplishments. Appropriate teaching material must be sent to the reviewer and the letter modified to indicate exactly what the reviewer is being asked to review. Evaluations of service also can be an important component and can be incorporated into the requested letters from external reviewers.