

External Review Request Form

I, _____, authorize the Provost to solicit reviews of my submitted scholarly or creative work from at least two (2) but not more than (3) of the following individuals with professional knowledge of my academic field. These individuals have already agreed to provide a review of my work if they are asked to do so by the Provost. I certify that these individuals are qualified experts from my area of specialty with whom I have no close personal or professional relationship (e.g. friend, family member, mentor, etc.).

1. _____
2. _____
3. _____
4. _____
5. _____

I understand that the Provost will attempt to secure reviews from at least two of these individuals. A letter will be sent to each that asks them to address

1. if or how the reviewer knows the candidate;
2. the quality and importance of the candidate's research/scholarship/creative activity (publications, performances, professional engagement, etc.);
3. the quality and appropriateness of the venues in which the work appeared; and
4. the significance of other contributions to the profession (leadership positions, editorships, etc.).

I understand that I will not be told which individuals provide review letters and that I will not be able to read the submitted letters. I authorize the Provost to add letters submitted by any of the above individuals to my faculty personnel file on my behalf.

Signature

Date