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**Appendix L. - External Review Letters: Record & Procedures**

**RECORD OF EXTERNAL LETTERS FOR PROMOTION/ TENURE REVIEWS:**

**EVALUATION OF QUALITY/ IMPACT OF SCHOLARSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Name: |  | Academic Unit: |  |

| **Name & Address of External Reviewer** | **Affiliation & Position** | **Reason for Invitation/Professional Qualifications/**  **Relationship to Candidate** | **Suggested by: \***  *(check one)* | |
| --- | --- | --- | --- | --- |
| ***Candidate*** | ***Chair/Dean*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***\* It is important to have representation from both lists.***

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Unit Director/Department Chair: |  | Date: |  |

The faculty member has been given an opportunity to identify reviewers who should be excluded.