APPENDIX E

EXTERNAL REVIEW PROCESS -- PROMOTION AND TENURE

As stipulated in 17.§5.5 and 18.§3.9, the candidate, the DTC/DPC, or the chair may require letters of recommendation from external reviewers who are appropriate to a tenure and/or promotion candidate’s specialty area, as part of the tenure/promotion review process. Following the process outlined in 17.§5.5 and in 18.§3.9, the chair, or, in special cases described in 17.§5.5 and in 18.§3.9., the candidate shall be responsible for soliciting external recommendations from those reviewers identified by the tenure/promotion candidate and the chair. The solicitation request for an external recommendation shall include the following language:

You have been identified as a potential external reviewer in the case of (candidate’s name)’s tenure and/or promotion review. The purpose of the external review is to have you evaluate the candidate’s record in the area of professional recognition. We are not asking you to judge whether or not the candidate should be given tenure/promotion, but only to evaluate his/her scholarly work and its recognition by others outside our University.

Should you choose to participate in the external review process, you should be aware of the following:

• External letters of recommendation shall be made part of (candidate’s name)’s adjunctive tenure/promotion file.

• After promotion or tenure is granted, all review letters and documentation shall be extracted from the faculty member's personnel record and returned to the faculty member, except for the final notification of the award.

• Those who will have access to your letter of recommendation include:
  • (candidate’s name)
  • the departmental tenure/promotion review committee
  • the department chairperson
  • the college-level review committee (promotion, only)
  • the college dean
  • the provost
  • the University President
  • any and all other relevant administrators who participate in the review process

The external review process for tenure and promotion reviews at Western Michigan University is governed by the faculty at the departmental level.
Western shall not release the external letters of reference to the public except as Western deems necessary to comply with law, court order, subpoena, or pursuant to any legal, administrative, or arbitration proceeding. It must be understood that Western Michigan University is a public institution, and there may be circumstances under which Western is compelled to release external recommendations.

EDITING APPROVED:

DATE: ___________________________ DATE: ___________________________

On behalf of WMU On behalf of AAUP