

## **GUIDELINES FOR OUTSIDE PEER REVIEW OF TENURE AND PROMOTION DOSSIERS**

College of Business

As part of the review process for tenure and/or promotion in the College of Business, each candidate's contribution to the profession will be reviewed by peers outside the college. The opinion of these peers will add an external perspective to the candidate's dossier and be used as part of the decision making process internally. In order to insure a fair and objective external "arms-length" opinion of the applicant's abilities and record and to insure uniformity across departments within the College the following guidelines will govern this process.

The candidate's department or unit head is responsible for soliciting outside peer reviews. A minimum of 3 reviews is required to complete the candidate's dossier. The candidate shall submit a minimum of 3 names of scholars that have the requisite knowledge and expertise to evaluate the candidate's contributions to the profession. The department head in conjunction with the departmental peer review committee shall supplement this list. Qualified outside peers must meet the following criteria:

- Minimum rank for peer reviewers – Outside reviews should be at or above the rank of the candidate for promotion and/or tenure.
- Degree of independence from candidate – Outside reviews should be independent of the candidate. The reviewers should *not* include co-authors, former professors, or former students.
- Type of school affiliation for peer reviewers – Reviewers should be faculty in good standing at AACSB accredited institutions offering the terminal graduate degree.

For the purpose of soliciting outside peer reviews, the candidate's department or unit head shall assemble the following materials to be sent to prospective reviewers.

- The standardized letter requesting the review
- The candidate's curriculum vitae
- A copy of the minimum requirements for promotion and/or tenure in the CAB

Reviewers who submit a peer review to the unit head will be sent a letter expressing appreciation for service as a peer reviewer.