

General recommendations for conducting/facilitating outside reviews in the RTP Process

For Departments that use outside reviews as part of the WPAF, the Office of Faculty Affairs offers the following set of general recommendations for conducting the outside review process:

1. Outside reviews are invited by the RTP Committee (not by the candidate).
2. Candidates may suggest names for outside reviewers. RTP Committee can add additional names.
3. The RTP Committee chooses the outside reviewers and sends out invitation (See template).
4. Preferably outside reviewers will not be close colleagues or collaborators with candidate.

It is further recommended that:

5. Outside reviewers be at comparable institutions or higher.
6. Outside reviewers be at a higher rank as the candidate being reviewed.
7. Outside reviewers be asked to include a description of their relationship to the candidate.
8. Outside reviewers be asked to state potential conflict of interest in doing the review.
9. The RTP Committee provide a bio sketch or abbreviated c.v. of the outside reviewer.
10. Invitations for external reviews be sent out no later than the month of May before the Fall semester in which the candidate's file is due.

Template Letter to External Reviewers

Dear Dr. XXX:

Thank you for agreeing to review Dr. YYY's professional achievements and scholarship. Dr. YYY is being considered for [tenure or promotion to the rank of] in the Department of [...] and your input will be an important part of our overall evaluation process. We appreciate your independent, honest, objective assessment of the candidate's scholarly accomplishments as evidenced by the attached materials.

San Francisco State University is a member of the 23-campus California State University System. We are a comprehensive, non-PhD granting university serving 29,500 students. SF State faculty are expected to be outstanding teachers, demonstrate professional achievement and growth through research, scholarship, and/or creative work, and provide service to the campus and community. Dr. YYY's teaching assignment over the past 5 years has averaged [...] courses per semester..

For the decision on tenure and promotion we consider the faculty member's accomplishments and attainments while in current rank. In the case of Dr. YYY, he/she was appointed to his/ her current rank in For your information we have included the Department's criteria for tenure and promotion.

Enclosed is Dr. YYY's dossier including the following documents:

- *[List all materials that are sent to reviewer]*

We are interested in your evaluation of the quality and importance of Dr. YYY's scholarly contributions to his/her field including comments about the strengths and weaknesses reflected in Dr. YYY's professional work. We are not looking for a specific recommendation about granting tenure or promotion, but appreciate your review of the strength of Dr. YYY's accomplishments in the area of scholarship.

As a part of your letter, please describe your relationship with Dr. YYY. This should include how long you have known the candidate, whether you have a personal or professional relationship with the candidate, and whether there is a potential for conflict of interest.

Finally, we ask that you send with your review a copy of your current abbreviated curriculum vitae. *[This sentence to be included only if the RTP Committee cannot easily obtain the cv from the web.]*

Again, thank you for agreeing to perform this review. We greatly appreciate your time and effort and value your candid professional opinions highly. Please be advised that external reviews are not confidential to the candidate. In order for your review to be included in the candidate's review process, we would appreciate receiving your review via email (email address) or regular mail no later than

Sincerely yours,