Tips & Tricks for P&T External Assessments
May 2025

External Assessment criteria and information are in the IU Indianapolis P&T Guidelines.

# Soliciting external assessments

* External means outside of the IU system.
* Candidates can provide a list of suggested external referees. Still, it is the responsibility of the department or primary committee chair to identify the list of referees, verify their eligibility, and contact the final list of referees.
* External assessments are to speak to the candidate’s national reputation and the impact of his/her academic work.
* To be considered arm’s length, referees have no vested interest in the candidate’s career success (e.g., former or current mentor or supervisor, co-author on publications, serving on the same grants).
* Referees are to be employed at a peer institution and be at a higher rank than the candidate's current rank. Do not solicit referees who are at the current rank of the candidate.
* Non-academic external reviewers may be included when the Chair clearly explains the relevance of such a review.
* Candidates should under no circumstances contact external reviewers. Assessments solicited/received by the candidate do not count as external assessments but can be included in one of the candidate's (Teaching/Research/Service) appendix folders.
* Additional external assessments received after the dossier has been submitted for review should be added to the dossier until the dossier is sent to the campus for review.
* No dossier should be reviewed by the Primary Committee, Department Chair, Regional Campus Dean, or School that does not contain at least six arm’s length external assessments.

# Verifying the eligibility of external referees

* Verify that none of the first 3 check boxes are checked on the referee form.
	+ If so, they likely do not qualify as arm’s length
* Verify that all assessments are on letterhead and signed by the referee.
	+ If not, request a revised assessment
	+ Assessments submitted without a signature or letterhead will not count towards the required six arm’s length assessments
* Verify that the content of the assessment is adequate and addresses the national reputation and impact of academic work.
* Verify that the assessment does not indicate any previous or current vested interest in the candidate’s career.