



## TIPS & TRICKS FOR P+T EXTERNAL ASSESSMENTS

SEPTEMBER 2023

External Assessment criteria and information can be found on page 67-75 of the IUPUI P&T Guidelines

### SOLICITING EXTERNAL ASSESSMENTS

- External means outside of the IU system
- Candidates can provide a list of suggested external referees but it is the responsibility of the department or primary committee chair to identify and verify eligibility criteria of the final list of referees solicited
- 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 are to 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 at higher rank than the current rank of the candidate, at a peer (or higher) institution. Do not solicit referees who are at the current rank of the candidate
- Non-academic external reviewers may be included when a clear explanation of the relevance of such a review is presented by the Chair
- 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 (Teaching/Research/Service) appendix folders
- Additional external assessments that are received after the dossier has been submitted for review should be added to the dossier up until the point the dossier has been 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 6 arm's length external assessments

### VERIFYING 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 signature or letterhead will not count towards the required 6 arm's length assessments
- Verify the content of the assessment is adequate and addresses national reputation and impact of academic work
- Verify that the assessment does not indicate any kind of previous or current vested interest in the candidate's career