

12. External reviewers are required for tenure track applications (tenure and/or promotion) and research track applications but not instructor promotion or re-tenure reviews. A minimum of 3 but no more than 6 letters should be uploaded. When preparing the list of potential external reviewers for the Dean, include the name, current institution, and rank of the individual. While efforts should be made to obtain some reviewers from AAU institutions, not all potential researchers are at AAU institutions so a mixture of institutional representation may be submitted as long as all reviewers from universities are from AAU institutions. A template for the list of potential reviews is shown below*. Please note that the current CV (or link to a current CV) must be included. The CV is important so the Dean can (1) determine if the person is an active scholar and (2) can ensure there are no instances of potential conflict of interest.
- a. Note: former colleagues of the candidate should not be suggested as external reviewers.
13. In the letters inviting external reviewers, the Chair/Director should highlight the need for the invited reviewers to clearly specify any significant relationship they may have had with the candidate, e.g., publications (co-authorship, edited book, other), grant activity, paid contractual relationships, prior mentorships, etc. If there is a significant relationship, the individual may not serve as an external reviewer.
- a. Clarification regarding book chapter contributions: If the individual served as the Editor of the book, the individual would be considered to have a potential conflict of interest. However, if the faculty member authored a chapter in a book, other contributors to the book would not be considered to have a conflict assuming they did not serve as co-authors with the faculty member seeking tenure and/or promotion.
 - b. Note: a template for the letters to external reviewers may be found on the provost's tenure and promotion website.

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new reviewers along with those who submitted previous external reviews.

16. Chairs/Directors are responsible for reading the letters closely for any statement that suggests

24. Following your review, the application will route to back to the candidate for response. If you are wondering why the application has not moved to the next stage of review, it may be in the candidate's queue.
25. Please note, for faculty from the Sarasota, Manatee and St. Pete campuses, an extra step of review is included, that of Regional Chancellor before the Dean

Disclosure: No collaborations in the past.