

Goal: To create consistency between the requirement of selecting three letters from the candidates list and the requirement of having at most half of the letters from the candidates list.

Proposed edits to the letters of evaluation: additions/deletions in red, and changes approved in May in purple

IX. LETTERS OF EVALUATION

Solicited Letters of Evaluation from Outside Leaders in the Field (5-6 minimum, 8 maximum for professorial faculty; 4 for Faculty Research Assistants and instructors)

For professorial faculty, letters should generally be from leaders in the candidate's field, chosen for their ability to evaluate the parts of the dossier for which they have specific expertise candidate's scholarly work. Letters should not be solicited from co-authors or co-principal investigators who collaborated with the candidate in the last five years. In general, letters should not be solicited from former post-doctoral advisers, professors, or former students. If such letters are necessary, include an explanation and state why the evaluator can be objective. If letters from any of these generally excluded evaluators are critical to candidate assessment, a detailed explanation of why their participation is essential and of why there is expectation for objectivity must be provided by the unit leader who requested their letter. Letters should generally be from tenured professors or individuals of equivalent stature outside of academe who are widely recognized in the field. External letters for professorial faculty should never be solicited from clients or others whom the candidate has directly served in his/her work. For FRA's and Instructors, the letters can be from internal evaluators who have worked with the candidate but can objectively evaluate the candidate's dossier. Careful consideration should be given to minimizing conflict of interest when choosing all evaluators.

Professorial candidates must ~~The candidate may~~ submit a list of 5-8 evaluators who meet the criteria stated above ~~individuals meeting these criteria~~ and from this list at least three letters will be obtained for the final dossier. ~~will be selected by the department chair or head (or chair of the unit's Promotion and Tenure Committee).~~ If additional names are needed, these will be obtained from the candidate by the unit head. The other ~~reviewers~~ evaluators are to be selected by the chair, head, dean, or faculty committee according to practices determined within the unit. All letters must be requested by the ~~department~~ unit chair, head, dean, or the unit's promotion and tenure committee chair, not the candidate. Provide a brief (paragraph) description of the outside evaluators that makes it clear that they meet the criteria. More detail must be provided if an evaluator would generally be excluded, per the preceding paragraph. Clearly indicate which outside reviewers were chosen by the candidate. If an evaluator was suggested by both the candidate and others, that evaluator will be considered among the candidate's pool of evaluators unless there is clear indication in the description of that evaluator why he/she should be included in the "other evaluator" pool. In the final dossier, no more than half of ~~the outside reviewers can be chosen by the candidate.~~ the letters of evaluation can be from the list suggested by the candidate.

For FRA's and Instructors four letters of evaluation are to be obtained. In general, the letters ~~can~~ must be from individuals who hold a rank at or above the level for which the candidate is being considered, or an experience level equivalent to such a rank. Ability to objectively evaluate is

the driver in selecting evaluators. Evaluators may be internal or external to OSU. Internal evaluators may be individuals who have worked with the candidate but can objectively evaluate the candidate's dossier. ~~Careful consideration should be given to minimizing conflict of interest when choosing all evaluators.~~

FRA and instructor candidates must submit a list of four evaluators who meet the criteria stated above and, from this list, two letters will be obtained for the final dossier. If additional names are needed, these will be obtained from the candidate by the unit head. The other evaluators are to be selected by the chair, head, dean, or faculty committee according to practices determined within the unit. All letters must be requested by the unit chair, head, dean, or the unit's promotion and tenure committee chair, not the candidate. Provide a brief (paragraph) description of the outside evaluators that makes it clear that they meet the criteria. Additional detail must be provided if an evaluator is not of a rank at or above the level for which the candidate is being considered, if they have been suggested based on experience level equivalency, and/or if they are internal to OSU and have worked with the candidate. Clearly indicate which outside reviewers were chosen by the candidate. If an evaluator was suggested by both the candidate and others, that evaluator will be considered among the candidate's pool of evaluators unless there is clear indication in the description of that evaluator why he/she should be included in the "other evaluator" pool. In the final dossier, no more than half of the letters of evaluation can be from the list suggested by the candidate.