



JOHN V. ROACH
HONORS COLLEGE



Guidelines for External Evaluation Letters

External evaluation letters will be solicited for all faculty members being considered for tenure or promotion in the John V. Roach Honors College (hereafter JVRHC).

By May 15, the faculty member will submit to the JVRHC Associate Dean:

- names of five individuals who might serve as external reviewers, along with names of any individuals who should not serve as external reviewers due to conflicts of interest that would compromise their ability to provide a fair-minded evaluation; and
- a digital dossier for external review (see “Honors College Tenure and Promotion Dossier Format” for details)

Prior to June 1, the JVRHC Associate Dean will formulate a list of five additional individuals qualified to serve as external reviewers, in consultation with the JVRHC Dean and members of the candidate’s Individual Review Committee. Based on the names provided by the candidate and the names generated by the College, the Associate Dean will formulate a combined list of prospective reviewers, again in consultation with the JVRHC Dean and members of the candidate’s Individual Review Committee.

By June 1, the JVRHC Associate Dean will begin to solicit external letters, in compliance with the following guidelines:

For tenure-track/tenured faculty members:

- letters will be requested from colleagues outside of TCU with expertise (evidenced by a record of published works or other forms of creative achievement) in the candidate’s principal areas of research or creative activity;
- for faculty members seeking tenure and promotion to associate professor, at least three letters will be secured (including at least one from a person on the candidate’s list); and
- for faculty members seeking promotion to full professor, at least five letters will be secured (including at least two from persons on the candidate’s list).

For Professors of Professional Practice:

- letters will be requested from colleagues outside the JVRHC who have expertise in the candidate’s principal areas of teaching, research/creativity, or academic leadership; and
- for faculty members seeking promotion to associate PPP, at least three letters will be secured (including at least one from a person on the candidate’s list); and
- for faculty members seeking promotion to full PPP, at least five letters will be secured (including at least two from persons on the candidate’s list).

Additional guidelines:

- The Associate Dean will solicit all external evaluation letters.
- Reviewers will receive the candidate's CV, review materials (see above), and the JVRHC's criteria for tenure and promotion.
- External evaluation letters should address the quality and significance of the candidate's work but should not comment on whether or not the candidate would qualify for tenure or promotion in the reviewer's department or college.
- Prospective reviewers should be affiliated with peer institutions (i.e., universities or colleges similar in mission and profile to TCU).
- As a rule, external reviewers should be tenured faculty or administrators at their home institution (or senior PPPs, in the case of PPP promotions). Where appropriate, however, reviewers may be solicited from industry or government agencies.
- Only in rare instances should reviewers be graduate student colleagues, former professors, co-authors, or close friends of the candidate. If such an exception is granted, the Associate Dean must provide a written justification that becomes part of the candidate's dossier.
- All letters received will be added to the candidate's dossier by the Associate Dean and made available to members of the faculty's member's Individual Review Committee and the ad hoc Honors College Tenure and Promotion Committee.
- During the tenure and promotion process, candidates should not communicate with any individual they suggested as a potential reviewer.
- External letters will be accessible to candidates only upon legal request.