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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Academic Affairs**

**AREA: Faculty Tenure & Promotion**

**MAPP 02.02.31**

<b>Promotion to Professor - External Reviewers</b>
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**I. PURPOSE AND SCOPE**

- A. The purpose of this policy is to provide general guidelines and outline the steps to be taken in obtaining external letters of evaluation for faculty candidates applying for promotion to Professor.
- B. This policy shall comply with the policies and procedures set forth in Chapter V, § 4 of *The Texas State University System Rules and Regulations* (hereafter, *Rules and Regulations*). In the event of a contradiction between this policy and the *Rules and Regulations*, the *Rules and Regulations* shall supersede.

**II. GENERAL GUIDELINES**

- A. Letters of evaluation from three independent external reviewers shall be obtained for faculty candidates seeking promotion to Professor.
- B. External reviewers shall be asked to address the faculty candidate's research, scholarship, or creative activities in their letters, including the degree of importance of the candidate's research, scholarship, and/or creative activities and the impact that the candidate's contributions have had in the discipline. Reviewers should not address teaching or service in their letters.
- C. External reviewers shall hold the rank of Professor or Associate Professor and must have expertise and a demonstrated record of research, scholarly, or creative accomplishments in one or more of the specific domains of research, scholarship, and/or creative activities in which faculty candidates have focused their work.
- D. External reviewers shall be asked to submit a copy of their current curriculum vitae upon submission of their letter.
- E. It is essential that proposed reviewers be unbiased and capable of making an objective assessment of the faculty candidate's research, scholarship, or creative activities. Proposed external reviewers may not include any of the faculty candidate's graduate school colleagues, dissertation directors or committee members, close personal friends, or current collaborators.
- F. External reviewers' letters will remain confidential and will not be transmitted to the candidate.

### III. PROCEDURES

- A. A faculty candidate shall inform the Department Chair **by April 1** of his/her/their intention to apply for promotion to Professor during the upcoming academic year (AY).
- B. The faculty candidate, the Department Personnel Committee, and the Department Chair shall independently identify and submit to the Dean of the candidate's college a list of five (5) potential external reviewers **by April 15**. Brief justifications shall accompany the names for each proposed reviewer on the lists. The faculty candidate may also provide a list of no more than three (3) potential external reviewers who he/she/they believes would not be impartial as evaluators. No external reviewers shall be selected from the candidate's list of evaluators to whom the candidate objects.
- C. The Dean shall select one individual from each list as a primary evaluator and one individual from each list as a backup evaluator.
- D. The Dean shall inform the candidate's Department Chair of his/her/their list of three primary and three backup evaluators **by April 30**. At no time shall the list of selected primary and backup evaluators be shared with the faculty candidate.
- E. Using the "external reviewer solicitation template" ([insert link to template here](#)), the Department Chair shall contact via email the individuals identified as primary evaluators and request their participation to serve as external reviewers. No one other than the Department Chair shall be in contact with any of the faculty candidate's external reviewers during the evaluation process.
- F. Should an identified primary evaluator refuse the Department Chair's request to serve as an external reviewer, the Department Chair shall contact the identified backup evaluator. Should the backup evaluator refuse the request, the Dean shall select another individual from the list(s) of names initially provided. This process shall repeat itself until one external reviewer from each list of names provided by the faculty candidate, the Department Personnel Committee, and the Department Chair agrees to participate or until all proposed external reviewers on a list refuse to participate.

In the eventuality that all proposed reviewers from one or more lists refuse to serve as an external evaluator, faculty applicants must not be penalized. Should all proposed reviewers from one or more lists refuse to serve, the Department Chair shall submit a letter detailing the efforts to obtain the participation of the external reviewers and the circumstances surrounding their refusal to participate in the process. The Department Chair's letter shall be included in the faculty member's application portfolio.

- G. The Department Chair shall supply via email the external reviewers with a copy of the departmental tenure and promotion guidelines and the faculty candidate's research, scholarship, and/or creative activities portfolio **by May 31**. The research portfolio, which will be compiled by the faculty applicant and submitted to the Department Chair, shall contain the candidate's: (1) full curriculum vitae; (2) statement of research, scholarship, and/or creative accomplishments and future plans; and, (3) artifacts published/produced during the period of current rank demonstrating productivity in research, scholarship, and creative activities.

- H. If necessary, the faculty candidate may provide print materials to be mailed by the Department Chair. If mailing print copies, the Department Chair and candidate should keep a written record of the materials sent.
- I. The Department Chair will instruct the external reviewers to complete and return their letters **by August 31**.
- J. The letters returned by the external reviewers shall be included with the faculty candidate’s promotion file to be reviewed by the department, college, and university personnel committees.
- K. Letters from external reviewers may be added to the faculty candidate’s promotion file up until the Department Personnel Committee votes to recommend or not to recommend promotion.
- L. Faculty applicants must not be penalized if fewer than three (3) letters (i.e., 2, 1, or 0) are returned.

**IV. REVIEW AND RESPONSIBILITY**

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

**V. APPROVAL**

Dr. Daniel A. Brown	
Provost and Vice President for Academic Affairs	Date
Dr. Jaime R. Taylor	
President	Date

**POLICY LOG**

Date	Description
03/06/2024	Original version created.
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