

## **Motion 2. Letters from External Reviewers:**

*Motion: Faculty Rules and Regulations (FR&R) Section 10.I.D.6 be modified to effect the following with regard to the procedure for selection and solicitation of external referees and the minimum number of letters of recommendation that must accompany the department's recommendation:*

- (a) The number of external letters submitted as part of the dossier to TPAC be increased to a minimum of eight (compared to five presently; cf. FR&R 10.I.D.6.a.v).
- (b) At a time consistent with institutional submission deadlines for promotion/tenure consideration, candidates shall supply their departmental promotion committee (or equivalent) with a written list of outside scholars who are appropriate evaluators of the candidate's accomplishments.
- (c) Candidates be asked by their departmental promotion committee (or equivalent) to prepare a written list of individual scholars who should not be solicited for evaluations; this list should state the reason(s) for excluding each individual; this list should be included with the tenure dossier.
- (d) Departments prepare and approve a list of external scholars to solicit for letters of evaluation. This list must include a minimum of three referees from the candidate's list of "appropriate evaluators"; this list is not shared with the candidate (this last clause being a change from current practice; cf. FR&R 10.I.D.6.a.v and FR&R 10.I.D.6.a.vi).
- (e) Departments submit this approved list, including biographical information for each potential referee, to the Dean; the submission deadline to be June 1 of the year preceding the penultimate year (note date change conditional to extension of the probationary period Motion 1 (b)). The Dean will review the list in consultation with the department and may recommend to the department additional referees.
- (f) The department is responsible for contacting the individuals on the list to ascertain each one's willingness to prepare a letter of evaluation of the candidate. The Dean shall thereafter send the referee the formal request for evaluation of the candidate. The collected letters are transmitted to the Department.

## **Notes on Motion 2:**

A. The current language of FR&R 10.I.D.6.a.v and vi (Version 8.0; 1 July 2010), which will be affected by adoption of the motion:

FR&R 10.I.D.6.a.v. "Not later than December 1 of the sixth year, the candidate shall supply the "tenure committee" with a list of distinguished outside scholars who are well acquainted with his or her scholarship. At the same time, the "tenure committee" may select other individuals who are acknowledged scholarly and/or educational leaders in the discipline from whom to seek confidential written comments on the quality of accomplishment of the individual under review. Before writing these individuals, the Chair of the "tenure committee" shall inform the candidate of the additional names, and the candidate may lodge such objections as he or she may have not later than December 15 of the sixth year. The "tenure committee" shall write to a number of persons suggested by the candidate, as well as those added by the "tenure committee," for confidential

letters of reference. In consultation with the candidate, the Chair of the “tenure committee” shall decide on how many people will be asked to serve as referees. At least five letters should be received from individuals who are not on the Brown faculty.”

FR&R 10.I.D.6.a.vi. “A statement of the contents of the dossier (including the names of all referees but not the contents of their letters) shall be given to the candidate no later than February 1 of the sixth year, so that the candidate may complete or supplement it with additional material, if necessary.”

B. Significant changes from current practice incorporated in this motion, and which require new provisions be added to FR&R and/or current provisions be stricken are:

- (1) Requiring of the candidate, in writing, pro-active identification (and reasons) of inappropriate external reviewers; this document to be included with the dossier (part (c)).
- (2) Requiring of the Department the inclusion of at least three referees suggested by the candidate in their solicitation of letters (part (d)).
- (3) Termination of the current practice of the Department’s sharing with the candidate the names of referees to be solicited or the identities of the referees that have letters included in the dossier (part (d)).
- (4) Consultation of the Department with the appropriate Dean concerning the list of referees prior to the solicitation of letters (part (e)). The deadline for the department’s finalizing the list of referees (June 1 of the year preceding the penultimate year, cf. Motion 1(c)(ii)) is selected to facilitate a timely and careful review and consultation.
- (5) The formal solicitation of the letters coming from the Dean’s office, over the Dean’s signature, and the collection of the letters by the Dean’s office, to be then transmitted to the Department (part (f)).

C. Evident in the parts of FR&R quoted in point A are some of dates that must be modified if appropriate parts of Motion 1 are adopted.

**Rationale for Motion 2:** During promotion to associate and full professor, one of the main testimonies that the department, tenure committee and TPAC obtain is the external letters from established leaders in the field. These letters are heavily weighted in the decision to grant or deny tenure and promotions. The changes proposed are designed to maintain confidentiality yet have input from the candidate, the department, the tenure committee and the Dean. The candidate is requested to submit a list of scholars that for whatever reason (which needs to be stipulated) are not suitable to provide an objective assessment of the candidate’s contributions. This list becomes part of the dossier which will be given to TPAC. Both the candidate and the department can generate a list of letters. The Dean can suggest changes to the final list in collaboration with the department. The final letters will be sent from The Dean’s office. Each entity’s role is clarified. In addition, the number of letters is increased from a minimum of five to eight.