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# Outside Evaluation Letters for Special Faculty Evaluations

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Senate Executive Committee

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*Approved by the Faculty Senate:*  
*Not Approved by the Faculty Senate:*  
*Approved by the President:*  
*Not Approved by the President:*

## Outside Evaluation Letters for Special Faculty Evaluations

Submitted by Pat Humphrey/SEC

4/14/2015

### **Motion:**

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Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows:

4. Each faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in your work (i.e., have not been involved as a mentor or close collaborator) who can objectively review your portfolio. The individuals should be experts in your field and hold an academic appointment at the rank of Associate Professor or above at an institution at least similar to Georgia Southern. The department chair shall solicit letters from two of the three individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters.

## **Rationale:**

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At least four colleges (CEIT, CLASS, COSM, JPHCOPH) require outside recommendation letters for tenure and promotion, but procedures and the number of required letters vary. This motion seeks to make that more uniform across the entire campus. Further, President Keel has stated publicly that those outside letters help both him and the Provost in making their decisions, especially in cases where there was division of opinion at lower levels.

## **Response:**

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**Minutes: 4/21/2015:** External letters seemed generally supported, but needs some revision. Will revise and resubmit.