

EXTERNAL EVALUATION

1. External evaluations, per WVU policy in effect for the 22-23 review cycle, are required for all faculty going up for promotion to professor. Just a reminder, that they are required for tenure, service and research tracks for associate professor
2. If external reviewers of research from non-university settings are used, there should be an explanation of their qualifications that focuses on their professional competence in the discipline that led to their selection rather than that of a reviewer from a university setting. As a general principle, reviewers from non-university settings should be used only under very special circumstances and should be a minority rather than a majority among the reviewers selected.
3. External evaluators should be at or above the rank to which promotion is sought.
4. External evaluators should be identified according to the procedures of the School/University Guidelines for Faculty Evaluation.
5. External evaluators must be from outside of WVU/WVU Medicine. If an evaluator was a former faculty member or held a leadership position at one point in time, the evaluator cannot be selected if they participated in promotional/continuation review process and/or unable to give an objective review.
6. Persons, who have been closely associated with the person being evaluated, such as co-authors or doctoral research advisor or advisees, may be asked to serve as external evaluators.
7. The faculty candidate going up for promotion will submit a list of potential reviewers. With this list any affiliations with anyone on the list should be identified. The Chair and Department Committee will also submit a list of external reviewers and share with the candidate to allow the faculty member to give input. The final list of individuals from whom the evaluations are solicited should not be shared with the faculty member.
8. External evaluator lists and external review packets must be sent to the Dean's Office by September 9TH.
 - External evaluator list must consist of 6 or more reviewers with the person's name, email, phone number, and a description of who the evaluator is and what their relationship to the faculty member and/or department is. Any professional or personal relationships must be identified.
 - An external review packet should consist of the department chair external review request letter, a faculty narrative, an updated CV, copies of publications, and copies of teaching evaluations. This should all be combined into one document. The external review letter should contain information specific to the faculty candidate's appointment when necessary.
9. External letters of evaluation should be solicited by October 3.
10. External evaluation letters should be sent directly to the Dean's Office by the reviewer. The departmental will be notified and copies will be placed in the digital measures account within the Confidential Letters of External Review Screen. This screen is a secure location that isn't visible to the faculty candidate. These letters must not be shown to the candidate, copied or retained at the departmental level. If a faculty member requests a to see a letter, all identifiable information will be redacted before being shared. Upon completion of the departmental review process all letters must be shredded. These letters are not to be entered in the departmental faculty file. A minimum of 4 completed external evaluations is required.
11. External evaluators should not be mentioned by name or other identifying information in the annual promotion and tenure letters from the chair or departmental committee.