

CRITERIA FOR EXTERNAL REVIEWERS: SCHOLARLY/CREATIVE WORK

(for candidates and chairs)

☐ **Providing a List of Potential Reviewers:**

- The candidate planning a tenure or promotion review should provide a list of potential external reviewers to the Chair by April preceding their review at the latest
- The Chair should solicit letters from at least one, but no more than 3 external reviewers.
- If no one from the candidate's list is able to serve as an external reviewer, the Chair should work with the candidate to create another list and solicit letters accordingly.
- The requirements for who can serve as an external reviewer is as follows:

☐ **Academic Rank:**

- Must hold a tenured appointment at or above the rank the candidate is seeking
- (e.g., Associate or Full Professor for tenure and promotion to Associate; Full Professor for promotion to Full Professor).

☐ **Institutional Standing:**

- Must hold an active appointment at an accredited four-year college or university that is comparable to or higher in academic standing than Augustana College.

☐ **Active Appointment:**

- Must hold a formal, current academic faculty appointment at a post-secondary institution at the time of the review.
- Can be full-time or part-time so long as the latter is still a current formal appointment

☐ **Disciplinary Expertise:**

- Must be an established scholar/creative with a recognized record of contributions in the candidate's specific field or subfield.

☐ **Independence:**

- Must maintain an objective, conflict-free relationship with the candidate. Eligible reviewers must **not** be:
 - A former dissertation advisor or committee member.
 - A recent co-author, co-investigator, or active grant collaborator.
 - A personal friend, relative, or individual with a personal or financial interest in the outcome.