



Memorandum

To: Senate Faculty Review Standards Committee (SFRSC)
Sarah Projansky Associate Vice President for Faculty and Senior Vice President
Designee
C/O: Trina Rich, SFRSC Secretary

From: Sarah Shreeves, Alice Sheets Marriott Dean of Libraries, J. Willard Marriott Library

Date: February 26th, 2024

Re: Update of External Letter Requirement in J. Willard Marriott guidelines

The J. Willard Marriott Library is requesting to update the number of external evaluations required for formal reviews, including [retention, promotion, and/or tenure reviews]. The following language will supersede the current guideline language: (Section 4.3 d)

The University requires a minimum of 3 external evaluations for a formal tenure and/or promotion file to be complete.

The candidate must provide a list of five potential external evaluators and provide any information about potential conflicts by May 1st. The RPT Advisory Committee Chairperson, after consulting with the cognizant Associate Dean, and considering the list of potential evaluators submitted by the candidate as well as any information about any conflicts, will endeavor to obtain no fewer than three external evaluations for each formal tenure review and each formal promotion (either to Associate Professor or to Professor) review.

[Content here remains the same]

External evaluators are not required for a mid-probationary formal retention review or a triggered formal retention review; however, 3 external evaluators are required for a triggered formal retention review in which the candidate requests them or a majority of the RPT Advisory Committee votes that the candidate's research/creative activity is at issue. In these cases, the University considers the file complete with a minimum of 2 external evaluations.

Approval Vote: The Department faculty voted on February 26th, 2024 to approve the proposed amendment.

Yes: 34 No: 0 Abstain: 0

Approvals:

Department Chair Approval (if Department level document):

Not applicable

[Name]

Department Chair

Date

Dean Approval:

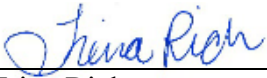


Sarah Shreeves
Dean, J. Willard Marriott
Library

February 26th, 2024

Date

SFRSC Review Committee Approval:

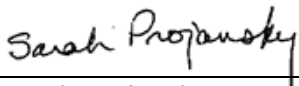


Trina Rich
SFRSC Committee Secretary

March 1, 2024

Date

Senior Vice President Approval:



Sarah Projansky
Senior Vice President Designee

March 28, 2024

Date