

The Edwards College External Review Documentation Policy

In the case of Professors applying for an “exceptional” rating in post-tenure review, and in the case of Associate Professors applying for promotion to Professor, University policy requires materials be sent out for external review.

The Coastal Carolina University *Faculty Manual 2012-2013* notes that “The nature of the materials forwarded to the external reviewers and the deadlines for submission will be determined by College/Library policies and procedures.” In The Edwards College, the following materials will be removed from the promotion/post-tenure file, reproduced, and then returned to the file:

1. The candidate’s letter of application for promotion/post tenure review
2. The candidate’s curriculum vita
3. The candidate’s departmental Performance Expectations Document
 - a. In the case of promotion to Professor the College “Sustained and Outstanding” document will be included as well.
4. The section of the file designated as “Scholarship/Creative Activity/Professional Contributions to the Discipline”

Per the Manual, “The Dean will handle all communication with external referees and will be responsible for the timely submission of their reports. The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of faculty.”

The cover letter¹ will follow this template:

Dear X,

Thank you for agreeing to serve as an outside reviewer for Professor Y as s/he seeks [promotion/an exceptional post-tenure rating].

Coastal Carolina University is a primarily undergraduate public regional university. Our professorial faculty normally teach the equivalent of seven classes per year. Professor Y’s teaching load during this review period has been Z. Our faculty are also expected to make contributions via service. Since his/her last review, Professor Y has fulfilled service obligations via M committees and N other activities.

Given this context, I am requesting that you confine your evaluation to Professor Y’s intellectual, creative and/or professional accomplishments. Please review the materials in this file and provide a general assessment of the quality of work and its contribution to your discipline. I urge you to review this material in the same sense that you might referee a grant application, scholarly manuscript, or artistic portfolio.

Please return your letter by [Date].

Regards,

¹ Per the *Manual* “The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of faculty. Within this context the referees will only evaluate the intellectual contributions, professional contributions to the discipline aspects of the file only. The reports will be general assessments in the same sense that professional scholars referee grant applications and manuscripts.” (56)