

College of Fine Arts Faculty Promotion/Tenure external referee policy

- External referees on a P&T case serve primarily to evaluate the professional research and creative activity of the candidate, though referees are invited to comment on teaching and service activities of the candidate.
- Every P&T case should have a minimum of 4 and a maximum of 7 external referees.
- Every P&T case must have a minimum of 4 external referees that have not been selected or recommended by the candidate. (In every instance, no referee should be a former academic advisor to or teacher of the candidate.)
- All referees holding faculty appointments should be from top-20 programs nationally.
- At least 3 of the external referees should be from AAU universities that have peer programs in the candidate's discipline.
(<https://www.aau.edu/about/default.aspx?id=16710>)
- Referees who do not hold or have not held faculty appointments should have professional credits that clearly qualify them to make an expert recommendation on the promotion case.
- For each P&T case, a list of referees (and any alternates), must be approved in advance by the Dean before soliciting their participation. These lists will be due to Tim Creswick by June 15. Time allowances should be made to accommodate revisions to this list. Alternate referees should be solicited in advance to insure a full slate of referees for a promotion case.
- For each P&T case, the questions asked in the solicitation letter should be modified to address the standards of quality and quantity in the candidate's particular field. The draft solicitation letter must be approved in advance by the Dean and will be due to Tim Creswick with the list of referees by June 15.