

UNIVERSITY OF
Miami
FACULTY SENATE
MEMORANDUM

To: Edward T. Foote II, President

From: Steven Green
Chair, Faculty Senate

Date: 04 December 2000

Subject: Faculty Senate Legislation #2000-10(B)–Amendment to Faculty Manual Section C11.6 (c)
– External Letters

The Faculty Senate, at its 29 November 2000 meeting, voted unanimously to approve the following amendment to Faculty Manual section C11.6 (c) - External Letters. The substantive addition is in italics. Other minor editorial changes are included as well.

C11.6 Special Reviews

C11.6(c) External Letters

The file of a candidate for tenure or for promotion to full professor shall include at least three written evaluations of the scholarly work of the candidate solicited from scholars specializing in the field of work who hold tenured positions at comparable universities. All evaluations are solicited in writing by the chair following consultation with the candidate and the appropriate voting faculty. *Substantive evaluations should be requested that place the work in the context of the field and evaluators should not be asked how a candidate would fare in the reviewer's home institution.* The text of the solicitations requesting written evaluations shall be prepared with the approval of the appropriate voting faculty and shall be shown to the candidate. Letters of evaluation are confidential, but they may be seen by anyone directly concerned in making the promotion or tenure decision. A copy of each solicitation shall be included in the candidate's file. The chair shall supply the voting faculty and the dean with a list of external reviewers, indicating how and why each was selected. If evaluations are solicited from reviewers recommended by the candidate, the nature of any relationship shall be indicated. Candidates shall be permitted to identify persons who are thought to be unsuitable external reviewers with reasons for those judgments. Exceptions to the need for external evaluations of the candidate's scholarly work may be made when such letters would not add materially to the candidate's file.

The intention of this minor change is to clarify the information that we expect from outside reviewers. It serves both to inform chairs as to what information should be solicited and to inform faculty of their rights as to what information should not be solicited. The text is consistent with what should be current policy and with advice given chairs and deans from the Provost's office.

This legislation is now forwarded to you for your action.

cc: Luis Glaser, Provost

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CAPSULE: Faculty Senate Legislation #2000-10(B)--Amendment to Faculty Manual Section C11.6 (c) – External Letters

RESPONSE BY THE PRESIDENT: _____ DATE: _____

OFFICE OR INDIVIDUAL TO IMPLEMENT: _____

APPROVED: _____

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____