

THE UNIVERSITY OF TEXAS OF PERMIAN BASIN

Procedures for Peer Review of Promotion and Tenure Scholarship Materials

The following is the procedure to be followed when peer reviews of the scholarship and creative works of faculty candidates for tenure and/or promotion are solicited.

1. The candidate will supply the names and contact information of four proposed outside reviewers to the dean. The proposed reviewers should come from peer institutions of UT Permian Basin if possible and programs similar to the program at UT Permian Basin.
2. The dean of the college should nominate four peer reviewers. This list should be shared with the candidate for comment.
3. The dean will select two potential reviewers from each list.
4. The dean will contact each of the potential reviewers and ask them to serve. Should a reviewer be unable to serve or fail to reply by the date requested, another will be chosen from the list.
5. The reviewers will be sent a packet provided by the candidate containing:
 - The candidate's curriculum vita
 - Copies of papers, articles and other selected works produced in the last six years.
 - A copy of the University and college promotion and tenure policies
 - A copy of the candidate's narrative evaluation of her or his intellectual contributions/creative productivity since date of appointment as described in section 2.235 of the CAS document on promotion and tenure.
 - A copy of the attached cover letter.
6. Reviewer comments will be sent to the dean's office. The reviews will mask the reviewer names from the responses, and copies of each review will be provided to the Committee and to the dean. Copies of the reviewer comments shall be enclosed with the file as it is forwarded to the Vice President for Academic Affairs.

DRAFT LETTER To REVIEWERS

Date

Name
Address
Address

Dear Dr. (Prof.) Name:

Thank you for agreeing to serve as an external reviewer to comment on the intellectual contributions (and/or creative works) of {Name}, Assistant/Associate Professor of _____, who is a candidate for tenure and promotion (or promotion) to the rank of _____ at the University of Texas of the Permian Basin. An important part of the promotion and tenure process at UT Permian Basin are the comments provided by external reviewers.

Enclosed is a packet of materials including a copy of Professor _____'s curriculum vita, copies of recent publications, and other material. In making your comments we would ask that you:

1. Provide an overall assessment of this faculty member's intellectual contributions;
2. Provide a statement of what you see as the strengths and weaknesses of this faculty member's record to date;

Confidentiality of reviewer is considered important, and for this reason we request that you include your comments on a page without any identifying information with a cover letter of transmittal that can be separated from the evaluation. Please mail your evaluation by {Date} to:

_____, Dean
School or College Name
The University of Texas of the Permian Basin
4901 E. University Blvd.
Odessa, Texas 79762

If you have any questions, please contact me at (432) 552-XXXX or {e-mail address}.
Thank you again for agreeing to provide this important service.

Sincerely,

XXXXXX, Dean