

INSTRUCTIONS FOR EXTERNAL REVIEW PROCESS

If your college has an established external review policy / process, please consult and follow college guidelines. If your college does not yet have its own external review policy / process, please follow these campus-wide guidelines. For additional information, see CBA 15.12d.

Requesting an External Review

A request for external review of RTP materials may be initiated at any level of review by any party to the review. Such a request shall document:

- the special circumstances that necessitate an external reviewer and
- the nature of materials needing the evaluation of an external reviewer.

Candidates requesting external review should make their request to their department chair / school director, normally in the spring semester prior to the evaluation year. Requests typically require three to five months to fulfill; consequently, requests submitted after January 1 will not be approved. Fresh reviews must be acquired for each review season.

Selecting External Reviewers

- Candidates shall not solicit their own external reviews.
- External reviewers should be highly regarded and recognized professionals working in the candidate's field, holding a higher rank than the candidate, and located at a university or other institution that is wholly separate from SDSU.
- External reviewers should have an "arms-length" professional relationship with the candidate. Co-PIs, co-authors, former advisors, etc., are generally not appropriate reviewers, except in very small fields. If questions arise, please consult the AVPFASS.
- Please note that external reviews are not held in confidence due to contractual requirements pertaining to PAF accessibility.

Processing External Reviews: for Department Coordinators, Chairs / Directors, and College RTP Reps

1. Candidate provides a set of six (6) names they would like to put forward as potential external reviewers, and two (2) names *not to be* included, to the department chair/school director.
2. The department peer review committee also generates a list of six (6) names, to the department chair or school director.
3. From candidate and department peer review committee lists, the department chair/school director develops a prioritized list of six (6) reviewers.
4. The department chair/school director submits the [Request for External Review Memo](#) to the Dean. This memo should include the prioritized list of reviewers for approval.
5. Dean communicates their approval of the prioritized list of reviewers, with any revisions, to the department chair or school director. The Dean has final approval.
6. The department coordinator should create an Interfolio case to allow candidates to upload materials as external reviewers are being selected.
7. Candidates should upload a c.v., professional growth statement, and professional growth significant items to their Interfolio case (guide available [here](#)).
8. The department chair/school director should work with the department coordinator to send invites to reviewers via Interfolio - please use the [Sample Request to External Reviewers](#). Reviewers will receive the c.v., professional growth statement, and professional growth significant items. An [Interfolio Help Guide is available for staff sending invitations](#).

9. External review letters that arrive after the WPAF closing date should be routed through the late-add process for consideration (except for the College of Sciences due to its external review performance review policy requirement.) *Copies are not to be placed in the Official Personnel Action File.*