Morsani College of Medicine
Promotion and Tenure Review
RECOMMENDATIONS FOR EXTERNAL REVIEWERS FORM

Instructions

1. Obtain form online at: [http://hsc.usf.edu/facultyaffairs/COMPromotionTenure.htm](http://hsc.usf.edu/facultyaffairs/COMPromotionTenure.htm).

2. Complete the fields for “Candidate Name,” “Department,” “Review for,” and “Pathway.”

3. List the names, titles, complete addresses, phone numbers and e-mail addresses of the external reviewers. You may include names of internal (USF) reviewers on this form, if applicable under the candidate’s pathway. **It is essential that each reviewer’s e-mail address AND phone number be provided in the event that follow-up is necessary.** (A maximum of two follow-up requests will be made by Faculty and Academic Affairs, in order to meet deadlines.)

4. Refer to the criteria for the required number of reviewer names for each rank and pathway. A minimum of five reviewer names should be provided. It is recommended that the faculty member provide more than five names, in the event that one or more of the reviewers are unable to respond. **Please do not submit more than eight names.**

5. Reviewers must be of academic rank equal to or greater than the one that the faculty member is applying for. Refer to “Faculty Guide: Preparing for Promotion and Tenure Review” for specific information and requirements regarding external reviewers.

6. The form requires the signature of both the faculty member and Department Chair.

7. Submit the original signed form to Eileen Guarino, Faculty and Academic Affairs (Room CMS 3069 or mail to MDC Box 49) **along with enough hard copies of the faculty member’s current CV and up to three publications for each prospective reviewer.** (Example: If eight reviewer names are submitted, you must provide eight sets of CV and publications.) The Office of Faculty and Academic Affairs will request the letters and will post them to SharePoint for review at the department level.

8. **The deadline for submitting the form is July 31, 2015 at 5:00 p.m. This is a firm deadline and no extensions will be granted.**