

UF CVM Tenure and Promotion Recommendations for Soliciting External Reviewers

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CVM Process for Soliciting External Reviewer Letters

UF tenure, permanent status, and promotion guidelines provide information regarding the selection of appropriate external reviewers, as summarized in the attached [document](#). However, the guidelines do not specify what information is to be provided to the external reviewers in order to facilitate a fair and accurate assessment of the candidate for promotion/tenure, nor do they dictate a specific timeline. The UFCVM provides the following recommendations, based on feedback from external reviewers and a summation of best practices from the various departments in the college. A detailed [timeline](#) for the overall process is also included.

Process for soliciting external reviewers:

- **Chairs meet with candidates no later than January 30th** to discuss the preparation of materials to be sent for external review
- **Candidate and chair work together to develop a collaborative list of 8-10 potential reviewers, using UF guidelines for the selection of appropriate reviewers.**
- Candidates prepare [materials](#)* for distribution to external reviewers **by April 31st**
- Department Chair/Admins to send **initial query email no later than June 15th**
- Chairs can consider attaching info on the candidate in the initial email contact (e.g. CV, Section 2 of Packet, 1-page summary), or can simply ask for general agreement and wait to send candidate information after a positive response is obtained.
- For reviewers that agree to write a letter:
 - Send an immediate follow-up email with complete information attached (see below)*
 - Remember to request a CV and Bio-sketch from the reviewer, as these must be included in the P&T packet (section 31). Consider providing an [example biosketch](#).
 - Request that reviews are returned by **September 15th, giving 3 months for the review**

*Materials to be provided for external reviewers:

- **Candidate CV, with the following formatting recommendations:**
 - Consider including a brief [teaching narrative](#) (1 paragraph)
 - Include a [teaching summary table](#) listing all courses, years taught, lecture hours, and lab hours provided per year, courses coordinated, etc.
 - [List of mentees](#) (residents, grad students) and awards/current positions for each
 - [In the publications section, candidates should clearly identify student and resident authors](#) that were mentored in the research effort, preferably, using the same formatting as in the P&T packet.
- **Section 2 from UF T&P Dossier or, if it is complete and proofread, the entire dossier**
- **Student evals for the last 2 years** (numerical data table with explanation)
- **Peer evals of teaching (optional, if considered helpful)**
- **Section of T&P Guidelines pertaining to candidate's line and rank**
- **Appendix 4 of UFCVM T&P Guidelines** (minimum scholarly activity expectations)

Tenure and Promotion Guidelines for Selecting External Reviewers

Letters of evaluation should not be solicited from individuals currently employed by the University of Florida or persons previously employed in the past 10 years whose term at UF overlapped that of the candidate.

A copy of a typical letter requesting the letters of evaluation should appear in the packet. All solicited letters received must be included in the OPT packet.

The focus of the letters of evaluation by qualified external reviewers should be to present evidence of recognized contributions and not simply to support or recommend. Letters should evaluate the candidate's record holistically to determine if it supports the claim that the candidate's work has made a significant contribution to the field, as well as being nationally and/or internationally recognized. All letters of evaluation completed by external reviewers must be in English in the original version.

Letters of evaluation should normally be written by faculty of higher rank than the candidate is seeking. Letters from faculty who are at the top of the candidate's field and at the very best institutions are particularly valued.

Only faculty in non-tenure-accruing or non-permanent status titles whose assignments have been solely in teaching and service or whose promotion will be decided based almost solely on their performance in teaching and service may substitute some or all of the letters of evaluation from within the University for the outside evaluations.

University reviewers consider conflict of interest when assessing the weight given to a letter of evaluation. It is therefore important that the candidate and department/center administrators realize that the quality and independence of the letters and their writers play an important role in tenure and promotion decisions. Letters from individuals who have or have had a personal, professional, or mentoring relationship with the candidate could create a conflict of interest. Similarly, internal letters for candidates in non-tenure¹¹ accruing or non-permanent status titles (as described above) that come solely from within the unit may create a perception of conflict of interest. The guiding principle is whether the individual stands to benefit from the success of the candidate, either professionally or personally. In general, for example, this includes those who have shared a common grant or coauthored a publication within the previous 5 years, or those who served as dissertation advisor or post-doctoral supervisor, or were close collaborators. Exceptions can be made in the case of very large national clinical trials where multiple authors have a very distant relationship or in the case of serving on national research or service panels. This is not meant to exclude individuals who have a familiarity with the candidate because of professional contact in a community of scholars.

A biographical sketch of each reviewer will be included in the nominee's packet. To aid in the preparation of the bio-sketches, the department/center may wish to ask for copies of the evaluator's *curriculum vitae* when soliciting the external letter of evaluation.

The bio sketch must indicate whether the reviewer came from the Chair's or the candidate's list.

It is not appropriate to argue that a discipline or field is so small that everyone in that community presents a demonstrable conflict of interest and, would, therefore, be excluded by this approach. Scholarship of the quality that is commensurate with success in the promotion and tenure process should have a substantial impact, beyond any small community of scholars.

If a reviewer has a potential conflict of interest, the Chair must explain the rationale for using that reviewer.

College of Veterinary Medicine and University Deadlines

January 1, 2023 – January 30, 2023	<ul style="list-style-type: none"> Faculty member discusses possible application for promotion and/or tenure in Fall and, if (s)he decides to go forward, discusses a list of 8-10 potential external reviewers with Chair.
April 1, 2023	<ul style="list-style-type: none"> Faculty candidate attends one of the campus-sponsored workshops organized by the Provost's Office.
March 15, 2023	<ul style="list-style-type: none"> Faculty member consults with Chair to finalize the list of external reviewers.
April 15, 2023 – April 31, 2023	<ul style="list-style-type: none"> Faculty member completes updating of CV and Section 2: Brief Description of Job Duties from T&P template to be used by Chair for soliciting letters from external reviewers.
June 1, 2023	<ul style="list-style-type: none"> Faculty member completes first draft of all sections of the dossier and provides to Chair for review and feedback. Review may include Chair and another senior faculty as designated by the Chair.
June 15, 2023	<ul style="list-style-type: none"> Chair or designee sends initial query email to potential external reviewers.
July 1, 2023	<ul style="list-style-type: none"> First round of edits and comments are returned to the candidate, who meets with the Chair, mentor(s) and Glen Mapes to review and make revisions. Chair sends requests for letters to external reviewers with requested return date of September 15.
July 15, 2023	<ul style="list-style-type: none"> Second draft of dossier is returned to Chair and Glen Mapes for additional editing and formatting.
August 1, 2023	<ul style="list-style-type: none"> Dossier is distributed to department faculty for preliminary feedback.
August 15, 2023	<ul style="list-style-type: none"> Comments and edits from department faculty are returned to the candidate for final editing.
September 15, 2023	<ul style="list-style-type: none"> Department vote and final dossiers due.
October 1, 2023	<ul style="list-style-type: none"> Dossiers due to Glen Mapes in Human Resources.
October 15, 2023	<ul style="list-style-type: none"> College T&P committee reviews dossiers and provides feedback to Dean by November 1.
November 15, 2023	<ul style="list-style-type: none"> Dean reviews candidate dossiers and writes letter.
January 15, 2024	<ul style="list-style-type: none"> Dossiers due on campus for University Level review.

EXAMPLE BIOSKETCH FOR EXTERNAL REVIEWER (to be included in section 31):

From Collaborative List

XXXXXX, BS, VMD, DACVS

Professor, Surgery

University of XXX

School of Veterinary Medicine

XXXXX is a Professor of XXXXX in the Department of XXXX. Her clinical interests include all areas of soft tissue surgery, but in particular microvascular surgery and complex urinary tract surgery including renal transplantation and treatment of urolithiasis. In 1997, she established a renal transplantation program for companion animals at the University of Pennsylvania, School of Veterinary medicine. Since its establishment, they have performed approximately 180 feline renal transplants and 3 canine renal transplants. The program is acknowledged as the top program in the United States and draws its caseload from across the entire country and abroad.

As a faculty member in the Surgery section, she has successfully mentored 66 surgical residents that have gone on to receive board certification. Research interests in the field of feline and canine renal transplantation include mechanisms of action of immunosuppressive therapy and cytokine gene expression in the presence of immunosuppressive therapy and mechanisms of renal hypertrophy. Additionally, she also has an interest in evaluating pro-inflammatory cytokine levels in urine and peripheral blood to localize urinary tract disease. Other work has focused on the effect of subatmospheric pressure on cellular proliferation and cytokine production in the murine kidney. Recently, she has been involved with the establishment of an Advanced Urinary Care service at the veterinary school, a comprehensive program tailored specifically for patients with both upper and lower urinary tract disorders