

Information for External Letters of Evaluation

External Letters of Evaluation

In addition to internal letters of evaluation, external letters of evaluation must be obtained for all reviews for promotion and for the final probationary review for the award of tenure.

Number of Required Letters - Minimum requirements by rank and type of action

Type of Action	# of internal letters (1)	# of external letters (2)
a. Instructor to Assistant Professor	3	0
b. Assistant Professor to Associate Professor WITHOUT tenure	3	2
c. Assistant Professor to Associate Professor WITH tenure	2	3
d. Associate Professor to Professor WITH or WITHOUT tenure	2	3
e. Instances of tenure at any rank WITHOUT promotion	2	3

Definitions for each category of evaluators:

1. **Internal evaluators** are individuals who are employed by or affiliated with the college, UTHSC, or UTHSC's affiliated institutions.
2. **External evaluators** are individuals who are not employed by or affiliated with UTHSC or UTHSC's affiliated institutions.

See Faculty Handbook edits (for Summer 2018) for specific details as to how the external and internal evaluators should be selected and as to how letters of evaluation should be solicited