The policy was approved by the senate, the HOP committee, and the president in effect fall 2017.

**External Letters**

* In March or early April, the chair or ACTP chair asks the candidate for a list of possible external reviewers (with a few lines justifying why this person is qualified to review the dossier). Also a list of people the candidate does NOT want to review the dossier. At the same time, the chair consults with colleagues for a list of external reviewers.
* In late April or early May (ideally) the chair or ACTP chair sends out a request to review email to prospective external reviewers to ask if they are willing to review dossier. Six letters are a **minimum** with three from the candidate’s list and three from the chair or department’s list.
* Once the list of external reviewers and confirmation that they will review the dossier is established, the chair or ACTP chair sends out to the reviewers the official request (see sample letter) request with articles, books, etc. with a due date of early August (at the latest). The candidate may, if they should so choose, include a statement.
* The chair or program director sends a copy of the external review letter (un-redacted) to [facultyaffairs@uta.edu](mailto:facultyaffairs@uta.edu) as they come in. Do not wait to have all of them before sending them in. If you have received letters already, send them in now.
* You can scan the letter if the external reviewer sent you a hard copy.
* The redacted copy and the original copy will be sent back to the person who submitted them to public records unless otherwise indicated.
* The turn-around time is a few days.

**Process:**

* The candidate will receive copies of **REDACTED** external letters from the chair or program director **AFTER** their dossier is submitted to the department or program but **BEFORE** the department chair meets with the candidate**.** This gives the candidate time to review the letters before meeting with the chair or program director.

The chair/program director will meet with the candidate to discuss the complete dossier (including the ACTP evaluation and **redacted** letters). Remember all letters received by the department (Chair or Program Director or ACTP chair) must be included in the dossier.  If a letter should arrive after the ACTP vote, then it will not be included in the dossier. It should be date and time stamped and kept in the Department Chair’s files.

* The candidate shall have one week to provide an optional, no more than two-page response to address any factual errors if they so wish. This optional response shall be added to the candidate’s dossier upon receipt Section B.
* The chair/program director will write up their evaluation of the dossier after the discussion with the candidate.
* The chair, program director, or department admin will make sure the unredacted letters are uploaded to the DM T and P flow.

\*\*\* THINGS TO CONSIDER:

**Care** has to be taken with redacted and unredacted letters. Please make sure that the **unredacted** letters are **not** given to the candidate. This is why we stipulated that the dept chair/program director or head of ACTP takes this in hand. It is your responsibility to handle this bit.