

Instructions Regarding External Evaluations – Modified Rank Cases

External Evaluations - Generally

The following modified rank promotion cases require a minimum of 6 external evaluator letters (with at least 50% arm's length)—

- Promotions to Full Professor of the practice
- Promotions to Clinical Associate/Full Professor
- Promotions to Research Associate/Full Professor

Appointments at the Associate or Full Professor of the Practice level require a minimum of 5 external evaluator letters, normally at least one arm's length and at least some of which are from individuals not reporting to the candidate or to whom the candidate reports.

All of the evaluation letters are confidential and must not be disclosed to the candidate. A case may not proceed to the next level in the absence of the minimum required letters. Please contact the Associate Provost for Faculty Affairs if you have questions about whether a letter writer is arm's length.

Include in the candidate's dossier one copy of the solicitation letter sent to the evaluators and copies of the letters in alphabetical order by last name. **If you include unsolicited letters, place them after the evaluator letters and identify them as such.**

Documentation of External Evaluations

The Excel spreadsheet available [here](#) is designed to collect information regarding all external evaluators contacted regardless of whether they eventually submit a letter. A sample is available [here](#). *Please do not widen the columns.*

Complete the spreadsheet and submit it with the dossier. (N.B. The spreadsheet will calculate the numbers of letters requested and received and that are arm's length. It will also tabulate answers to whether the candidate should be appointed at BU and would be appointed at the writer's institution.)

Columns F (Peer, Peer+, Peer-), J (Appoint/Promote at BU?), and K (Appoint/Promote at Own Institution?) require the use of a drop-down menu to input answers.

Please use the text boxes at the top of the spreadsheet to explain the basis for ranking institutions and/or departments as peer, peer +, or peer -. You may also use the "Any other notes on letters?" text box to provide any additional information. For example, if some letters were not considered by earlier levels of review because they arrived late, please note that fact.

While you should include unsolicited letters in the dossier, please do not include them on the spreadsheet.