

CANDIDATE EXTERNAL/INTERNAL REVIEWERS CHECKLIST

Candidate Suggested Reviewers

Candidate Do Not Contact List

(Please list any scholar who should not be contacted as an external reviewer, if applicable.)

1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	
7.	
8.	
9.	
10.	

I certify that my suggested list of external reviewers meets the following criteria:

	5 years since last collaboration or co-authorship
	Not from a coworker within last 5 years
	Not from a business or professional partner
	Not from the candidate's thesis advisor (MS or PhD), or postdoctoral advisor
	Not a family relation such as spouse, sibling, parent, or relative
	From a peer or aspirational institutions, from top academic programs from other academic institutions and/or preeminent experts from non-academic institutions. An explanation of why the program and/or reviewer are appropriate MUST be included in the dossier.
	From scholars at or above the rank being sought by the candidate. If the application is for tenure and promotion to associate professor, and if letters are requested from associate professors, a balance of letters from tenured associate and full professor should be sought.
	Is tenured

Comments: (Please provide a justification below in the event an external reviewer does not meet the criteria, if applicable.)

Candidate Printed Name:

Date:

Candidate Signature: