The candidate’s Chair will solicit reviews from the approved list with the goal of obtaining at least three letters of evaluation from reviewers for a candidate applying for tenure and/or promotion to associate professor and at least five letters for applying for promotion to professor. USF T&P Guidelines state that no more than six letters are ordinarily included in the application. Although the Chair may contact the selected reviewers informally, an official request for an evaluation shall be in the form of a letter from the candidate’s Chair composed in accordance with the model letter drafted by the Provost’s Office. It is inappropriate for a candidate to contact reviewers regarding promotion and/or tenure consideration.

After ascertaining a reviewer's willingness to serve as an evaluator, the Chair will forward to the reviewer materials provided by the candidate, including a current vita and other materials the candidate chooses as appropriate. The process should be scheduled to ensure adequate time for the reviews to be returned and considered by the department, Chair, School, and College committees.

4. Protecting Reviewers’ Identities
Following the USF Tenure and Promotion Guidelines on the option of protecting the identity of reviewers, a candidate may choose to waive access to reviewers’ identities. The Chair will be responsible for redacting identifying information from the letters and providing a code list to be used in narrative evaluations. For example, the code list might identify each reviewer by a letter (Reviewer A, Reviewer B), and the evaluative narratives will refer to reviewers by this code. The identities of the reviewers and their assigned code will be available to all individuals responsible for evaluation; the candidate, however, will not have access to the code list when reviewing his/her application.

5. Other Considerations
All external reviews received must be included in the application. The Chair is responsible for safeguarding letters before they are placed in the application for faculty review.

External reviews received any time after the department review process must be included in the application, noting that the letter was not received in time to be considered in the evaluation at a prior level.

IX. Tenure and Promotion Committee Procedures

A. At all Levels of Evaluation
1. All Committees must comply with USF Tenure and Promotion Guidelines, specifically the ten criteria for tenure and promotion committee membership.
2. The Committee’s deliberations will focus exclusively on how well a candidate meets and/or follows department criteria, College Procedures, and University Guidelines for Tenure and Promotion. No Committee may