Chart of Reviewers and Arm’s Length - Checklist

Here’s a checklist to review to ensure that the Chart of Reviewers follows the [Chart of Reviewers Template](https://s3.us-east-1.amazonaws.com/ut-dms-prod-intranet-s3-bucket/Chart-of-reviewers-template_2024-02-05-172608.docx) and reviewers are sufficiently Arm’s Length.

**Letter Requirements:**

* Professional-track Clinical Professor title series faculty:  3 letters required for the dossier. All 3 letters may be internal. Need not be at arm’s length.
* Professional-track Professor title series faculty:  3 letters required for the dossier. At least 2 of the 3 letters must be external and arms’ length.  One letter may be internal.
* Tenure-Track and Tenured faculty: 5 letters required for the dossier. All 5 letters must be external and arm’s length. All listed reviewers must be either tenured professors or professors whose body of work and stature is commensurate with tenure. For reviewers who do not have an appointment at the rank of professor with tenure, but who are professors and whose work is considered commensurate with tenure, an explanation regarding how the equivalency of tenured status was determined must be provided.

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| **Items to check for on Chart of Reviewers:** | **Task Completed: Y/N** |
| All listed reviewers are organized alphabetically by last name. |  |
| All listed reviewers hold active academic appointments. Faculty that hold Emeritus appointments should generally not be listed as a reviewer. |  |
| For external reviewers: Listed external reviewers are not listed on candidate’s CV. |  |
| For external reviewers: If a listed external reviewer is listed on candidate’s CV, justification is included under “Brief statement of expertise and reason for selection”. |  |
| For external reviewers: Candidate has confirmed that all listed external reviewers meet arm’s length requirements. |  |
| For professional-track faculty: All listed reviewers are at the rank the candidate is pursuing or higher. |  |
| For tenure-track and tenured faculty: All listed reviewers must be either tenured professors or professors whose body of work and stature is commensurate with tenure. For reviewers who do not have an appointment at the rank of professor with tenure, but who are professors and whose work is considered commensurate with tenure, an explanation regarding how the equivalency of tenured status was determined must be provided. |  |
| All reviewers’ rank and tenure status has been verified on institution’s faculty profile or via communication with institution’s faculty affairs office. |  |
| Each reviewer listing includes: formal name, rank, title, department, and university/institution |  |
| Each reviewer listing includes: brief statement of reviewer’s expertise and reason for selection. Other relevant information included as needed. |  |
| Each reviewer listing includes: Who nominated the reviewer – Department Chair, Division Chief, Executive Committee, or Candidate. |  |

**Arm’s Length:**

External reviewers must be at “arm’s length.” Arm’s length reviewers refer to those who are sufficiently distant from the candidate and are capable of objectively assessing the candidate’s merit for promotion without bias or personal or professional conflict of interest.

Examples of what ***may*** violate the arm’s length requirement:

* External reviewers must not be close friends, current or recent collaborators, former supervisors, advisors, mentors, or colleagues.
* A previous member of the same program or department as the candidate at the same time.
* Received a graduate degree from the same program as the candidate at the same time.
* A regular co-author and research collaborator with the candidate within the past seven years, and especially if that collaboration is ongoing.
* The candidate’s doctoral supervisor.

Examples of what ***does not*** violate the arm’s length requirement:

* Appeared on a panel at a conference with the candidate.
* Served on a granting council selection panel with the candidate.
* Author of an article in a journal edited by the candidate, or a chapter in a book edited by the candidate .
* Presented a paper at a conference held at the university where the candidate is located.
* Invited candidate to present a paper at a conference organized by the reviewer or to write a chapter in a book edited by the reviewer.
* Received a bachelor’s degree from the same university.
* Co-author or research collaborator with the candidate more than seven years ago.
* Presented a guest lecture at the university of the reviewer.
* Reviewed for publication a manuscript written by the candidate.