Summary of Reviewers and Arm’s Length - Checklist

Here’s a checklist to review to ensure that the Summary of Reviewers document follows the Summary of Reviewers Template and reviewers are sufficiently arm’s length. The Summary of Reviewers Template can be found on the OFAA Promotion and Tenure Resource Library page.

**Letter Requirements:**

* Professional-track Clinical Professor title series faculty: 3 letters required for the dossier. All 3 letters may be internal.
* 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 are 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 Summary of Reviewers document:** | **Task Completed: Y/N** |
| Candidate has reviewed/approved finalized Summary of Reviewers prior to department soliciting letters. If new reviewers are nominated, department sends updated Summary of Reviewers to candidate for review/approval.  Candidate approval is documented via email and saved for departmental records. |  |
| Nominated reviewers are not members of the Dell Med APT Committee or departmental Executive Committees. Link to [committee rosters](https://ut-dms-prod-intranet-s3-bucket.s3.amazonaws.com/APT-Commitee-and-Executive-Committee-Rosters.docx). |  |
| All nominated reviewers are organized alphabetically by last name. |  |
| All nominated reviewers hold active academic appointments. Faculty that hold Emeritus appointments should generally not be listed as a reviewer. |  |
| For external reviewers: Nominated external reviewers are not listed on candidate’s CV |  |
| For external reviewers: If a nominated 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 nominated external reviewers meet arm’s length requirements. |  |
| For professional-track faculty: All nominated reviewers are at the rank the candidate is pursuing or higher. |  |
| For tenure-track and tenured faculty: All nominated 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, credentials, rank, title, department, university/institution, and hyperlink to institution’s faculty profile for verification of rank. |  |
| Each reviewer listing includes: Brief statement of reviewer’s expertise. Other relevant information included as needed. |  |
| Each reviewer listing includes: Reason for selection (why was this reviewer selected?) |  |
| Each reviewer listing includes: Who nominated the reviewer – Department Chair, Division Chief, Executive Committee, or Candidate. A reviewer cannot be nominated by both the Department and 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:

* 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.