

### Timelines for Dossier Review

*Timeline for Promotion and Tenure - 6<sup>th</sup> year review (Agreement, 12.11 & 12.12)*

No later than March 1	Candidate provides written recommendations for 3 external reviewers to the Chair SON PRC
March 1 – March 31	SON PRC solicits external reviewers (Memorandum, p. 1)
By the first Monday in April	Candidate submits copies of the preliminary dossier for external review to Dean's Administrative Assistant
By the second Monday in April	Preliminary dossiers are mailed to external reviewers
By September 8	Candidate submits final dossier to the SON PRC
By September 9	SON PRC meets to review dossiers
By October 15	SON PRC sends recommendation(s) to the Dean, and a copy of recommendation to the candidate
By November 25	Dean submits recommendations to the Provost, and copies to the PRC and candidate
Refer to <i>Agreement</i> , section 12.12D for the timeline beyond the SON Dean	

*Timeline for 4<sup>th</sup> and 5<sup>th</sup> year review (Agreement, 12.11):*

On or before October 7:	Dossiers will be submitted to the SON PRC and the PRC meets to review dossiers
By December 15:	SON PRC sends recommendation(s) to the Dean
By January 15:	Dean completes review and submits recommendations to the Provost, and copies to the PRC and candidate
Refer to <i>Agreement</i> , section 12.12D for the timeline beyond the SON Dean	

## External Review

The following are policies for School of Nursing PRC members and candidates who are preparing for external review. In the external review process there are two procedures that are of the utmost importance: (1) Development of a list of potential external reviewers, and (2) Preparation of the external review document that will be sent to external reviewers. The external review document is also referred to as “the preliminary dossier” (*Agreement*, Section 12.12A).

The purpose of external review is to help the PRC make thoughtful assessments of each candidate’s dossier by placing the candidate’s work in a larger scholarly context. Good reviewers bring to the PRC members’ attention aspects of the candidate’s contributions to their field that they might otherwise miss and lessen their need to rely solely on their own understanding of the candidates declared area of strength. For these reasons careful selection of reviewers is especially important. Members of the SON PRC are advised to review current policies and guidelines for tenure and promotion prior to beginning the process of soliciting external reviewers. Candidates for promotion are also advised to review current policies and guidelines, and to seek clarification from the Chair of the School of Nursing PRC as necessary.

### *Process for Selection of External Reviewers*

The responsibility for the selection of external reviewers lies with the SON PRC and must be completed by March 31st. The PRC will compile a list of at least 5 external reviewers per candidate. This list will be comprised of at least 3 recommendations from members of the PRC and may also include recommendations from the candidate. The process of identifying suitable reviewers is expected to be a collegial and collaborative process between the PRC and the candidate. No later than March 1<sup>st</sup> the PRC Chairperson will send a memo to each candidate asking for 3 recommendations for external reviewers. Recommendations should include the full name, academic rank or job title, and professional credentials of the external reviewer, a current business address and phone number if known, and a short rationale for this recommendation that includes (1) the candidate’s relationship to the potential reviewer, (2) the potential reviewer’s area of expertise in nursing, and (3) why the reviewer is qualified to provide an objective and informative evaluation of the significance of the candidate’s contributions to the discipline of nursing/nursing education. A list of 5 external reviewers per candidate for Associate Professor will be developed (3 from the PRC and up to 3 from the candidate). A list of at least 5 external reviewers per candidate for Professor will be developed (3 from the PRC and up to 3 from the candidate). From this list, the candidate will be allowed to strike one name.

Between March 1<sup>st</sup> and 31<sup>st</sup> PRC members will contact potential external reviewers by phone or e-mail to obtain their agreement to review the candidate’s preliminary dossier and complete a written external review. The PRC will contact at least five external reviewers for the dossiers for promotion to the rank of Professor and a minimum of four for the rank of Associate Professor (including Clinical Associate Professor). “The PRC should make clear to reviewers what is expected of them” in the sample letter to reviewers (Memorandum, p. 3).

### *Criteria for Selection of External Reviewers*

External reviewers will be recommended and selected based on the following criteria:

- Reviewers must be acknowledged experts in nursing, a nursing specialty, and/or in nursing education
- The academic rank of external reviewers (if applicable) must be at least one level above the candidate's academic rank
- Institutional quality must be equal to or higher in quality to Cleveland State University as determined by the PRC using a reliable source (e.g. SCImago Institutional Rankings; [www.scimagoir.com](http://www.scimagoir.com))
- External reviewers will have recognized qualifications and national recognition and or nursing certification in the candidate's area of specialization
- Relationship to the candidate must be no closer than "arms length". The goal is to have in the dossier at least three informed and objective letters from reviewers who have no known conflict of interest that could bias the review content. This means the reviewer (1) cannot have been a coauthor or collaborator on any project with the candidate, (2) cannot have been a mentor or professor in any institution during the time the candidate received a degree or other form of professional training, or (3) cannot be someone in a position to receive some advantage or benefit (beyond an honorarium, if applicable) based on the outcome of the candidates review.
- External reviewers will NOT be from Cleveland State University, and must be from an institutions external to CSU
- Three of the external reviews in the dossier must be from different institutions
- The final dossier must contain a minimum of three external review letters (Memorandum, p. 9).