Website: https://www.prUpdated July 2021

# Log of External Letters Received for Promotion and Tenure Review

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| **Candidate Information** | |
| Full Name: | College: |
| Current Rank: | Primary Department: |
| Secondary Appointments (e.g., Department, Program, Interdepartmental Program): | |

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| **Promotion and Tenure Review** |
| Action being considered:   * Tenure and promotion to associate professor * Tenure as associate professor * Promotion to professor |
| Is this a mandatory review?  Yes  No |

**Part I: List of External Reviewers**

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| --- | --- | --- | --- | --- |
| **­Reviewer Name, Rank**  **and Position** | **Current Institution** | **Nominated By** | **Date Request Letter Sent** | **Date Letter Received** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

**Part II: Qualifications of External Reviewers**

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| **Briefly summarize the reason the evaluator was selected (e.g., significant publications, prominence as a teacher or extension specialist, leader in the field, award winner, prominent editor, etc.)** | **Association the evaluator has with the candidate (e.g., none, met at a conference, heard presentation at meeting, etc.)** | **Association the evaluator has with Iowa State (e.g., none, degrees, external review team, former faculty member, etc.)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

*Revised June 2024*