

University of Louisville School of Medicine

Promotion Reviewer List

Faculty Name								
Division								
Area of Excellence								
Promotion	Assistant to Associate Professor		Associate to Full Professor		Term		Tenure	

Intramural/Extramural Reviewer Letters are utilized by the University to provide an objective assessment that the promotion criteria have been met by the candidate.

Instructions

- 1) Provide the name and contact information of at least SIX promotion reviewers. Return completed form to Faculty Affairs.
- 2) Per the Provost Office - May 2011 - the faculty member "should not contact the potential reviewers about the review."
- 3) You may, however, contact the reviewers office and speak with staff to obtain contact information.

Reviewer Criteria - Pg. 2

Note, the promotion review process relies heavily on independent evaluations and the evaluators determination if you have met the UofL School of Medicine's promotion criteria.

Please review the provided reviewer selection criteria guidelines when choosing Extramural/Intramural reviewers.

Your Department Chair or Division Chief may be able to suggest prospective reviewers of your Promotion Portfolio.

This tool was developed in the Department of Pediatrics

Reviewer Criteria

Promotion to Professor:

Extramural Reviewer Criteria:

1. All reviewers must be from outside the University of Louisville and be at the rank of Full Professor
2. **ACTIVE FACULTY Reviewers** are well established in your field of research, teaching or clinical service and/or are qualified to determine your contributions to the field. You do not have to know the individual and your division chief or other colleagues may know possible reviewers.
3. Outside reviewers **CANNOT** be:
 - a. Former Faculty unless greater than 5 years since full departure from the University.
 - i. Includes full-time, part-time, emeritus or gratis former faculty.
 - b. Advisors or mentors;
 - c. Current or former direct supervisors (e.g., Division Chief or Department Chair or Executive Vice Chair) ;
 - d. Dissertation or thesis director;
 - e. Dissertation or thesis committee member;
 - f. Close colleague, friend, relative, or spouse of the candidate
 - g. Co-author or co-investigator; or
 - h. Close collaborator or other financial relationship/conflict of interest

Promotion to Associate Professor:

Intramural/Extramural Reviewer Criteria:

1. All reviewers must be at the rank of Associate Professor or Professor
2. **ACTIVE FACULTY Reviewers** are well established in your field of research, teaching or clinical service and/or are qualified to determine your contributions to the field. You do not have to know the individual and your division chief or other colleagues may know possible reviewers.
3. **Tenure-track** (probationary faculty): reviewers must be from outside the University of Louisville.
4. **Excellence in Research** (term-track): reviewers must be from outside the University of Louisville.
5. **Excellence in Service or Teaching** (term track): internal and/or external reviewer letters
 - a. *Intramural reviewers* meeting outlined criteria may be from within the University of Louisville
 - i. One (1) letter may come from within your Division;
 - ii. One (1) letter may be from another division within the Department.
 - iii. Two (2) letters may come from within the University of Louisville but must be from outside the Department.
 - b. *Extramural reviewers* meeting all outlined criteria are to be from outside the University of Louisville.
6. Internal/External reviewers **CANNOT** be:
 - a. Former Faculty Unless greater than 5 years since full departure from the University (external only)
 - i. Includes full-time, part-time, emeritus or gratis former faculty.
 - b. Advisors or mentors;
 - c. Current or former direct supervisors (e.g., Division Chief or Department Chair or Executive Vice Chair) ;
 - d. Dissertation or thesis director;
 - e. Dissertation or thesis committee member;
 - f. Close colleague, friend, relative, or spouse of the candidate
 - g. Co-author or co-investigator; or
 - h. Close collaborator or other financial relationship/conflict of interest

Reviewer 1	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	

Reviewer 2	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	

Reviewer 3	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	

Reviewer 4	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	

Reviewer 5	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	

Reviewer 6	
Name, Credential(s)	
Institution	
Academic Rank	
Office Phone	
Email	
Assistant Contact	
Comments	