

## Tenure Committee Ad Hoc Reviewers Guidelines

The following guidelines are provided to assist in the selection of the internal and external ad hoc reviewers for the Tenure Committee to consider the award of Tenure.

**Per the Academic Personnel Policy (Article 4, section 4.8.e.iii)** “The School Tenure Committee selects up to three individuals to serve as ad hoc voting members of the Committee in the review of the candidate. The ad hoc members must have an appropriate level of professional accomplishment and expertise in the candidate's field to evaluate the candidate, must hold tenure or its equivalent, and must be able to provide unbiased assessments. At least one ad hoc member must not be a UMMS Faculty Member. In selecting ad hoc members, the School Tenure Committee must take into consideration individuals whom the candidate has proposed as ad hoc members (Section 4.8.a.iii), as well as those identified as having a real or perceived conflict of interest or bias in the review of the candidate (Section 4.8.a.iv). Individuals who write letters of evaluation cannot serve as ad hoc reviewers.

Defined as above, please submit the following list with the formal tenure materials to be reviewed by the Tenure Committee:

- 2-3 proposed **internal ad hoc reviewers** who meet the following criteria:
  - Hold tenure at UMMS
  - Do not hold a faculty appointment in the same department as the candidate
  - Not a collaborator of the candidate
  - Have an appropriate level of expertise in the candidate's field to assist in the evaluation process
  - Able to provide unbiased assessments
  - **Not included on the candidate's proposed list of individuals to be solicited for letters of evaluation**
  
- 2-3 proposed **external ad hoc reviewers** who meet the following criteria:
  - Not UMMS faculty
  - Hold tenure (or its equivalent) at his/her respective institution
  - Not a collaborator of the candidate
  - Have an appropriate level of expertise in the candidate's field to assist in the evaluation process
  - Able to provide unbiased assessments
  - **Not included on the candidate's proposed list of individuals to be solicited for letters of evaluation**

The Tenure Committee will take these lists into consideration in selecting one internal and one external ad hoc reviewer to serve as a voting member of the committee.

Please contact Gennie Ludovico, Academic Personnel Specialist, Office of Faculty Affairs at (508) 856-4268 or [Gennette.Ludovico@umassmed.edu](mailto:Gennette.Ludovico@umassmed.edu) with any questions.