

Texas Tech University
School of Music

Method of Selecting External Evaluators

The Director of the School of Music, in consultation with the faculty member undergoing review, assembles a list of possible external evaluators who work in the same or closely related field and who have the objective expertise to evaluate the faculty member. Candidates are asked to disclose which reviewers might raise a conflict of interest.

Once a list of reviewers is identified, the Director of the School of Music sends an initial request to the reviewer requesting service. If the initial request is accepted, a formal letter is sent outlining the School of Music timeline and process and granting access to the candidate's dossier.

Letters are requested in June, with deadlines in early August.