

**Tenure and Promotion Handbook**  
**Faculty Manual §4.VII.E.9:**  
**Statements of St. Olaf Colleagues Outside the Department**

*[The dossier shall contain] statements prepared by other St. Olaf faculty members. Statements shall be provided by three colleagues at St. Olaf College from outside the candidate's department(s), selected by the candidate and solicited by the initiator(s) of the candidacy. The principal purpose of these statements is to describe and evaluate the candidate's contributions to the organizational effectiveness and community life of the college (Section 4.VI.B.3.). None of the colleagues preparing these statements shall be asked to serve simultaneously as a peer reviewer of the candidate's teaching. However, these statements may address the candidate's contributions to student learning and development and to the candidate's disciplinary or interdisciplinary field(s) if the additional information is likely to enhance the evidence provided elsewhere in the dossier.*

**1. Individuals who have access to this item:**

- The initiator
- The candidate's Associate Dean
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents

**2. Participants in preparing this item:**

- *Candidate* – **In the case of the tenure review**, identifies three colleagues from whom statements will be solicited; candidate may consult with initiator in selecting colleagues. **In cases of reviews for promotion to the rank of Professor, the candidate identifies one such contributor.**
- *Initiator* – Provides advice to candidate concerning the selection of colleagues to write; sends requests to identified colleagues soliciting statements for the candidate's dossier
- *Colleagues outside the department* – Prepare statements for the dossier

**3. Guidelines and suggestions:**

- In cases of joint appointment, the non-departmental colleagues asked to prepare statements on behalf of the candidate should be members of neither of the candidate's departments. The initiators have discretion in determining which of them will solicit and receive these statements.
- The initiator should include the candidate's CV and the relevant language of the *Faculty Manual* (Section 4.VI.B.3) with the solicitation letter.
- As noted in the relevant *Faculty Manual* provisions, the focus of the statements prepared by colleagues outside the candidate's department(s) is the candidate's

contributions to the organizational effectiveness and community life of the college as a whole. These non-departmental colleagues are not expected to have detailed knowledge of the candidate's performance in relation to the other categories and criteria for faculty evaluation, unless they have worked with the candidate in ways that would provide distinctive information about the candidate's work (e.g., through team-teaching or collaborative research). In such cases, the non-departmental colleague may include that additional information in his or her statement.

- **Recommended length: 250-400 words**