

NTT External/Internal Reviews Checklist

This package is uploaded into the SharePoint site as document type #6

IMPORTANT: THE FOLLOWING ITEMS MUST BE UPLOADED AS ONE PDF DOCUMENT AND IN THE ORDER LISTED BELOW. PLEASE ADD A CHECKMARK TO THE ITEMS UPLOADED.

FOR MORE INFORMATION ON THE REQUIREMENTS, PLEASE GO TO THE [NTT WEBSITE](#).

Completed Checklist

EXTERNAL/INTERNAL REVIEWS

- Description of the process used for the selection of external/internal reviewers including a list of the nominators of proposed reviewers
- Sample copy of request letters to reviewers
- One paragraph (1/2 page maximum) description of the qualifications of each reviewer (also include name, title, rank, position, and institutional affiliation), disclosure of any prior relationship between the candidate and the reviewer (no CVs)
- Letters from reviewers – minimum of 3 letters for candidates going up to **NTT Associate Professor**, (a minimum of 1 must be from outside the home department/academic unit) **or** a minimum of 4 for candidates going up to **NTT Full Professor** (a minimum of 1 must be an arms-length external reviewer from outside UH). *For more information on the requirement, please view the General Guidelines for NTT Promotion Review on the NTT website.*