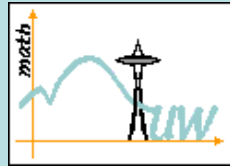


June

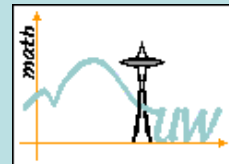


## Meet with candidate:

- Steps in procedure, timeline
- Personal Statement
- External evaluators

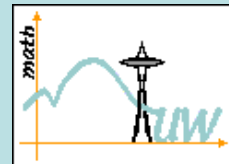
Set up internal evaluation

Teaching evaluation (ideally already done)



## Select external evaluators:

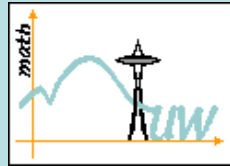
- Cover different angles
- Independent vs close (advisor, co-author etc)
- Star? Detailed evaluation?
- Challenge: Work in several areas or disciplines



**(Second half of) August**

- Chase external letters**
- Personal Statement: email request**

# September

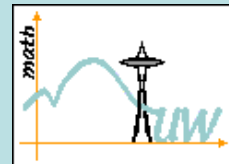


## Personal Statement: Finalize

### Committee meetings:

- Discuss file in detail
- Questions? Gaps? Concerns?
- Vote

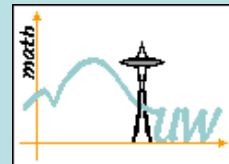
## Summaries of deliberations



## Chair's letter:

[Procedures, vote, evaluators, research, teaching, service, conclusions, ....]

- Introduce reader to area (basic concepts, simple examples, broad themes, goals)
- Describe and place candidate's work
- Pull materials together, address gaps, possible concerns



- **Explain culture and norms of field  
(nature of postdoc work, joint work,  
time to tenure etc.)**

**See:**

**[http://www.artsci.washington.edu/Services/  
Personel/Promtenguide.html](http://www.artsci.washington.edu/Services/Personel/Promtenguide.html)**

**and links therein**