D. Solicitation of external evaluations by Department Chair, Chair of Department Personnel Committee, or Dean/Director. Departments are strongly encouraged to seek external evaluations of each applicant’s work. External evaluators should be professionally capable to assess the applicant’s work objectively and comment on its significance in the discipline. An evaluator should be at, or above the rank aspired to by the applicant. Evaluators who are not affiliated with a university should only be selected when they can provide a perspective relevant to the candidate’s work (these types of evaluations may be particularly relevant in faculty positions that work broadly with the public, for example Extension Agents). Letters should not be solicited from co-authors, co-principal investigators, former professors, advisors, supervisors, or students, close personal friends, or others individuals having a personal or professional relationship with the applicant that would reduce objectivity. Careful consideration should be given to avoid conflicts of interest and minimize perceived conflicts of interest when choosing external evaluators. Careful consideration should also be given to departments with approved external evaluator language in their departmental criteria.

Normally, the applicant is asked to provide in writing three to five names and addresses of respected scholars in related fields who are not at UH Mānoa. Applicants should not contact possible external evaluators. It is the obligation of the Department to secure external evaluations. An evaluator should hold at least the rank to which the applicant is applying for or a higher one. It is recommended that the Department Chair, in consultation with the Chair of the Department Personnel Committee, should secure letters from 2-3 of these people and a comparable number of letters from write to three of these people and add two or three more names of write to three of these people and add two or three more names of other known scholars who can evaluate the applicant’s work. The use of thesis/dissertation advisers as external evaluators is strongly discouraged.