## UNIVERSITY OF PENNSYLVANIA -- REQUEST FOR APPROVAL OF EXTERNAL CONSULTANTS

### Action Summary

|  |
| --- |
|  |
| Candidate: | [Name] | Current Job Title: | [Current Job Title] |
| School: | School of Arts and Sciences | Track: | Standing Faculty |
| Department: | [Department Name] | Proposed Job Title | Choose an item. |
| Action Type: | Choose an item. | Proposed Tenure Status | Granted |

### Final List Approval History – To be completed by Department Chair, school faculty affairs, Associate Dean, and Provost’s Office

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Status** | **Name** | **Date** |
|  Department or Authorized Faculty Approver | Choose an item. |  | Click or tap to enter a date. |
|   School Coordinator | Choose an item. | Choose an item. | Click or tap to enter a date. |
|   Dean | Choose an item. | Choose an item. | Click or tap to enter a date. |
|   Provost's Office | Choose an item. | Choose an item. | Click or tap to enter a date. |

### A. Primary Consultant Selections:

* Nominations are to be made without consulting the candidate.
* The nominees should have no previous close connection to the candidate.
* Primary lists must consist of a minimum of 8 consultants and a maximum of 15.

Please see the Appointments and Promotions section of the Office of the Provost’s Resources for Administrators (<https://provost.upenn.edu/faculty/administrators>) for a full explanation of the Provost’s guidelines for the selection of external consultants and prepare your lists accordingly.

|  |
| --- |
|  |
| 1. | Source of Nomination: | Department |
|  | Full Name |  |
|  | Academic Rank | Choose an item. |
|  | Administrative Title (Named chair, directorship, etc. if any) |  |
|  | Institution |  |
|  | Is this institution in industry? | Choose an item. |
|  | Department or School |  |
|  | Country |  |
|  | Email address |  |
|  | URL to confirm institution and rank of consultant |  |
|  | Field or specialty |  |
|  | Qualifications | Replace this text with a brief summary that demonstrates what qualifies the consultant to comment knowledgeably on the candidate’s appointment/promotion with tenure. Examples include: * Prestigious, well-recognized awards, honors, or fellowships
* elected membership in national/international learned society
* book(s) (include any co-authors, publisher, date of publication) – If the author is prolific, you can indicate this by stating: Author of several books, including [Title, Publisher, Date]. Please be selective, including only a title or two.
* journal editorship(s)
* influential scholarly achievement (include an explanation of impact/result)
* administrative responsibilities such as department chair or center director

*Please spell out acronyms that may not be recognized by the general reader, and provide context for subject-specific qualifications (for example: recipient of the national [Name] Association’s 2009 XYZ Award for advances in research.* |
|  | Does the consultant’s name appear on the candidate’s CV? | Choose an item. |
|  | Has the consultant ever been the candidate’s mentor or thesis advisor? | Choose an item. |
|  | Have the consultant and candidate attended the same training institutions or programs together? | Choose an item. |
|  | Have the consultant and candidate ever been in the same department together? | Choose an item. |
|  | Has the consultant held any appointment at Penn in the past five years? | Choose an item. |
|  | Relationship to the candidate, if any |  |
|  | Relationship to the department, if any  |  |
|  | Additional Comments (if applicable) |  |

|  |
| --- |
|  |

### B. Candidate Selections:

The candidate should be asked/encouraged to provide names of 3 consultants. Selections should not include anyone who is affiliated with the University of Pennsylvania and should be at or above the rank for which the candidate is being proposed.

|  |  |  |
| --- | --- | --- |
| 1. | Source of Nomination: | Candidate |
|  | Full Name |  |
|  | Academic Rank | Choose an item. |
|  | Administrative Title (Named chair, directorship, etc. if any) |  |
|  | Institution |  |
|  | Is this institution in industry? | Choose an item. |
|  | Department or School |  |
|  | Country |  |
|  | Email address |  |
|  | URL to confirm institution and rank of consultant |  |
|  | Field or specialty |  |
|  | Qualifications | Replace this text with a brief summary that demonstrates what qualifies the consultant to comment knowledgeably on the candidate’s appointment/promotion with tenure. Examples include: * Prestigious, well-recognized awards, honors, or fellowships
* elected membership in national/international learned society
* book(s) (include any co-authors, publisher, date of publication) – If the author is prolific, you can indicate this by stating: Author of several books, including [Title, Publisher, Date]. Please be selective, including only a title or two.
* journal editorship(s)
* influential scholarly achievement (include an explanation of impact/result)
* administrative responsibilities such as department chair or center director

*Please spell out acronyms that may not be recognized by the general reader, and provide context for subject-specific qualifications (for example: recipient of the national [Name] Association’s 2009 XYZ Award for advances in research.* |
|  | Does the consultant’s name appear on the candidate’s CV? | Choose an item. |
|  | Has the consultant ever been the candidate’s mentor or thesis advisor? | Choose an item. |
|  | Have the consultant and candidate attended the same training institutions or programs together? | Choose an item. |
|  | Have the consultant and candidate ever been in the same department together? | Choose an item. |
|  | Has the consultant held any appointment at Penn in the past five years? | Choose an item. |
|  | Relationship to the candidate, if any |  |
|  | Relationship to the department, if any  |  |
|  | Additional Comments (if applicable) |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Institution | Outside Academia? | Associate Professor? | Emerita/ Emeritus? | Non-US? (see Dean’s note on list) | Consultant on candidate CV? | Mentor / Advisor? | Same training program? | Same department? | Appt. at Penn in last 5 years? |
| A1 |  |  |  |  |  |  |  |  |  |  |
| A2 |  |  |  |  |  |  |  |  |  |  |
| A3 |  |  |  |  |  |  |  |  |  |  |
| A4 |  |  |  |  |  |  |  |  |  |  |
| A5 |  |  |  |  |  |  |  |  |  |  |
| A6 |  |  |  |  |  |  |  |  |  |  |
| A7 |  |  |  |  |  |  |  |  |  |  |
| A8 |  |  |  |  |  |  |  |  |  |  |
| A9 |  |  |  |  |  |  |  |  |  |  |
| A10 |  |  |  |  |  |  |  |  |  |  |
| A11 |  |  |  |  |  |  |  |  |  |  |
| A12 |  |  |  |  |  |  |  |  |  |  |
| A13 |  |  |  |  |  |  |  |  |  |  |
| A14 |  |  |  |  |  |  |  |  |  |  |
| A15 |  |  |  |  |  |  |  |  |  |  |
| B1 |  |  |  |  |  |  |  |  |  |  |
| B2 |  |  |  |  |  |  |  |  |  |  |
| B3 |  |  |  |  |  |  |  |  |  |  |
| C1 |  |  |  |  |  |  |  |  |  |  |
| C2 |  |  |  |  |  |  |  |  |  |  |
| C3 |  |  |  |  |  |  |  |  |  |  |