

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**ACADEMIC AFFAIRS FACULTY**  
**Policy, Procedure, and Criteria Guidelines**  
**for Appointment, Promotion, and Tenure (APT)**  
Winter 2024

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**Introduction**

This document provides criteria and guidelines for appointment, promotion, and tenure of individuals whose primary appointments and roles are in the Academic Affairs Faculty (AAF). The policy for appointment, promotion, and tenure for AAF is consistent with University policy as stated in the MUSC Faculty Handbook. Please refer to the Faculty Handbook or the Chair of AAF for subjects not covered in this document.

**Committee for Appointment, Promotion, and Tenure (APT)**

**Criteria for Committee Membership**

The committee consists of six (6) full-time, regular faculty members who hold the rank of assistant professor or above. These six include the following:

- One tenured faculty member from AAF;
- Two faculty members from AAF who hold the rank of associate professor or above;
- One faculty member who may be from outside AAF and should hold the rank of associate professor or higher and preferably be tenured.

**Appointment to the Committee**

The Chair of AAF appoints members to the committee.

**Terms of Appointment**

- APT Committee members serve three-year terms, to begin July 1

- Two new members are appointed each year
- Members are allowed a maximum of two consecutive terms (six years)
  - They are eligible for reappointment after a two-year absence
  - Mid-term appointments may be made if necessary and do not affect eligibility to serve two full terms

In cases where there are not sufficient faculty members with tenure or a proscribed rank, these term limits may not apply.

### **Committee Chair**

The Chair of AAF appoints the Chair of the APT Committee, who must be a member of AAF and who serves a one-year term starting on July 1.

### **Responsibilities of the Committee**

The role of the AAF APT Committee is to review candidates seeking appointment, promotion, or tenure. In these responsibilities, the AAF APT Committee serves in an advisory capacity to the Chair of AAF, who forwards candidate dossiers to the APT Committee and answers any questions it may have that are not addressed adequately in the dossier.

Only committee members at or above the rank of the candidate shall be permitted to vote on appointment and promotion. In the case of a tenure application, the Chair of the APT Committee will invite all tenured faculty members in the department to review and vote on the application for tenure. Non-tenured members of the APT committee will not vote.

In the case of initial appointment, the APT Committee reviews the candidate's dossier and makes recommendations regarding appropriate academic rank and, in rare cases, tenure. The Chair of the APT Committee forwards recommendations in writing to the Chair of AAF.

### **APT Guidelines Review**

The AAF APT Committee or another committee appointed by the Chair of AAF will review this document (AAF Policy, Procedure, and Criteria for Appointment, Promotion, and Tenure) every three years.

The AAF APT Committee will consult with faculty about proposed changes and make recommendations for changes to the Chair of AAF. The Chair of AAF shall ask department faculty to vote on recommended changes. The APT Committee shall ensure that the criteria and procedures for appointment, promotion, and tenure are upheld and applied evenly and fairly.

### **Faculty Tracks**

AAF has a two-track system: Tenure and Non-Tenure. At the time of appointment, the Academic Administrator<sup>1</sup> determines the track with prior written approval of the Provost.

Faculty may switch between tracks according to the process described in the Faculty Handbook, with written approval of the Academic Administrator and Provost.

### **Faculty Ranks**

#### **Regular Faculty Ranks**

*Instructor (Tenure or Non-Tenure Track)*

- Non-tenure track at this rank typically hold an advanced academic degree, generally a master's degree, although demonstrated technical proficiency and experience may serve in lieu of advanced education beyond the baccalaureate degree
- Tenure track at this rank must hold at least a master's degree
- Ability to contribute to the University's education, scholarship, and service missions

*Assistant Professor (Tenure or Non-Tenure Track)*

- An appropriate master's or higher degree
- Evidence of contributions to the education, scholarship, and service missions (beyond the department level) (see Appendix A)
- Strong potential for continued professional development

*Associate Professor (Tenure or Non-Tenure Track)*

- An appropriate terminal degree<sup>2</sup>
- Exemplary service for at least 3 years in rank at MUSC, or equivalent service elsewhere
- Evidence of significant contributions in at least one mission area (education, scholarship, or service) and evidence of sustained contributions to the remaining two areas
- Professionally relevant recognition<sup>3</sup> at state and/or regional levels, or beyond
- Demonstrated promise for continued professional growth and contributions to the University's missions

*Professor (Tenure or Non-Tenure Track)*

- An appropriate terminal degree<sup>2</sup>
- Exemplary service for at least 4 years in rank at MUSC, or equivalent service elsewhere
- Evidence of exemplary contributions in at least one mission area (education, scholarship, or service) and evidence of significant contributions to the remaining two areas
- Professionally relevant recognition<sup>3</sup> at the national level or beyond in at least one mission area

**Special Faculty Ranks**

Faculty holding special appointments do not have voting privileges and are not eligible for tenure.

*Assistant*

- This rank usually requires a bachelor's degree and the ability to participate in teaching, research, and/or clinical service.

*Associate*

- This rank usually requires at least a non-terminal master's degree or comparable training and experience in an appropriate area.

**Modifiers to Faculty Ranks**

*Visiting (Non-Tenure Track)*

- An associated faculty member whose appointment to the faculty is for a limited time and whose responsibilities are important to programs of MUSC.

*Adjunct (Non-Tenure Track)*

- An associated faculty member whose responsibilities are important, though not extensive, to the regular programs of the University, whose appointment is annual or continuous, and whose activities do not ordinarily involve direct patient contact.

### *Clinical (Non-Tenure Track)*

- An associated faculty member whose responsibilities are important, though usually not extensive, but who may be full-time in the regular programs of the University, whose appointment is annual or continuous, and whose activities for which the appointment is made ordinarily involve direct patient contact.

### *Research (Non-Tenure Track)*

- An associated faculty member whose responsibilities are important to the University, often are full-time but may be part-time, and who has few or no job obligations other than conducting research, often as a member of a research team.

### **Appointments**

Before a faculty position is advertised, the Academic Administrator should submit a letter to the Chair of AAF, including the desired rank and track, as well as a copy of the position description to be advertised. The Chair of AAF will consult with the APT Committee to ensure that the position is suitable for faculty appointment within the department, and that the rank and track are reasonable. Track must be approved by the Provost.

Once a candidate has been identified, the Academic Administrator sends a formal request for appointment to the Chair of AAF. The Chair of AAF then forwards the appointment dossier to the Chair of the APT Committee. The APT Committee reviews the request and recommends an appropriate rank to Chair of AAF, who forwards recommendations to the Provost, President, and/or Board of Trustees, depending on rank. This review and recommendation should be done before the candidate is offered the position. Any offer made to a candidate should be described as contingent on the approval of the APT Committee, AAF Chair, Provost, President, and Board of Trustees, as variably described by rank in the Faculty Handbook.

### **Appointment Dossier**

The Academic Administrator sends the cover letter and supporting documents to the Chair of AAF. The appointment dossier should include the following required documents.

- Cover letter from the Academic Administrator requesting appointment with specific academic rank and track (tenure/non-tenure)
- Position Description, as advertised
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Letters of reference obtained during recruitment
- For appointment to Associate Professor or Professor – personal statement from candidate describing evidence of education, scholarship, and service (Appendix A)

The Chair of AAF forwards these documents to the Chair of the APT Committee, who makes a recommendation for appointment rank to the AAF Chair, who then makes a recommendation to the Provost, President, and/or Board of Trustees, depending on the rank being sought as outline in the Faculty Handbook.

See Appendix B for a checklist of the required documents.

### **Promotion**

Promotion recognizes achievement and acknowledges that the faculty member is capable of greater accomplishments and responsibilities. The policy of the University is to promote strictly on merit.

Promotion to the rank of associate professor or professor is considered separately from tenure.

### **Promotion Cycle**

AAF has a single promotion cycle. Promotion takes effect on July 1.

Late or incomplete packets will not be considered. Steps are to be completed by the date indicated, as indicated below.

### **Promotion Cycle**

#### **July 1**

The candidate meets with their immediate supervisor and/or Academic Administrator about the intention to seek promotion, ensure eligibility and budget, and brainstorm names of potential internal and external evaluators.

#### **August 1**

The immediate supervisor and/or Academic Administrator meets with the Chair of AAF to discuss promotion to ensure eligibility and budget.

#### **September 1**

The candidate meets with the Chair of AAF to discuss promotion, and submit names and contact information of potential internal and external evaluators. The Chair of AAF will formally request letters.

#### **November 1**

The candidate submits the dossier to the Chair of AAF.

#### **February 1**

The Chair of AAF submits the dossier and evaluator letters to the APT Committee.

#### **March 1**

The APT Committee completes their review of the dossier. APT Chair submits letter of recommendation to Chair of AAF.

#### **March 10**

The Chair of AAF forwards recommendation letters to the Provost. For associate professor and full professor, the Provost sends the recommendation to the MUSC Board of Trustees for approval.

#### **July 1**

If approved, promotion takes effect.

The Chair of AAF will notify the candidate in writing of any action taken regarding promotion by the Vice President for Academic Affairs and Provost, the President, or where applicable, by the MUSC Board of Trustees.

## Promotion Dossier

The candidate will provide the following documents to be considered for promotion:

- Completed checklist for Faculty Promotion (Appendix C)
- Cover letter from the candidate addressed to the Chair of AAF, highlighting achievements in relation to the criteria for the academic rank being sought
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Evidence of contributions to the education, scholarship, and service missions (beyond the department level) (Appendix A)

See Appendix C for a checklist of the required documents. The Chair of AAF will include evaluator letters in the final promotion dossier to be reviewed by the APT Committee. See Appendix G for information about evaluators.

## Progression in Rank

### *Instructor to Assistant Professor*

- A minimum of 2 years in rank at MUSC, counted from the date of appointment to the current rank at the submission of dossier
- An appropriate master's or higher degree
- Evidence of contributions to education, scholarship, and service (Appendix A)

### *Assistant Professor to Associate Professor*

- A minimum of 3 years in rank at MUSC, counted from the date of appointment to the current rank at the submission of dossier
- An appropriate terminal degree<sup>2</sup>
- Evidence of significant contributions in education or scholarship and evidence of sustained contributions in all mission areas (education, scholarship, and service)
- Professionally relevant recognition<sup>3</sup> at state and/or regional levels, or beyond
- Demonstrated promise for continued professional growth and contributions to the University's missions

### *Associate Professor to Professor*

- A minimum of 4 years in rank at MUSC, counted from the date of appointment to the current rank at the submission of dossier
- An appropriate terminal degree<sup>2</sup>
- Evidence of exemplary contributions in education or scholarship and evidence of significant contributions in all mission areas (education, scholarship, and service)
- Professionally relevant recognition<sup>3</sup> at the national level or beyond in at least one mission area

## Tenure

Tenure is considered separately from promotion.

Faculty holding the rank of associate professor or professor are eligible for tenure.

The candidate for tenure must demonstrate significant professional achievement and promise of long-term usefulness to the University considering the University's mission, goals, programs, and anticipated future needs.

Faculty seeking tenure must demonstrate excellence in education or scholarship, and competence in all mission areas (education, scholarship, and service), as well as peer recognition and support.

#### **Criteria for Tenure**

- Rank of associate professor or professor
- Demonstrated excellence and significant accomplishment in education or scholarship, and competence in all mission areas (education, scholarship, and service)
- Promise of long-term usefulness to the University

The timeline for tenure is outlined below. Steps are to be completed by the dates indicated.

If approved, tenure ordinarily takes effect on January 1.

#### **Tenure Cycle**

##### **November 15**

The candidate notifies their Academic Administrator of intention to seek tenure.

##### **December 15**

Step 1: The Academic Administrator meets with the Chair of AAF to discuss tenure.

Step 2: After the Academic Administrator and the Chair of AAF meet, the candidate meets with the Chair of the AAF to discuss tenure and provides the names of peers<sup>4</sup> who may write letters of support.

##### **January 15**

The candidate submits the complete list of names and mailing addresses for letters of support to the Chair of AAF. The Chair will request these letters of support.

##### **April 1**

The candidate submits the complete dossier to the Chair of AAF.

##### **May 1**

The Chair of AAF submits the dossier to the APT Committee. The Chair of the APT Committee then distributes the dossier to tenured departmental faculty, who vote not later than June 15.

##### **July 1**

The Chair of the APT Committee forwards the results of the vote to the Chair of AAF.

##### **Third Friday in July**

The Chair of AAF forwards recommendation to the Provost.

##### **August 1–October**

The Provost sends the packet to the University Tenure Committee (UTC) for consideration. The UTC makes a recommendation to the Provost, who either sends the packet to the Board of Trustees for vote or informs the Chair of AAF that the promotion is denied.

**October**

The Board of Trustees votes to approve or deny the request for tenure at the October meeting.

**January 1**

If approved by the Board of Trustees, tenure takes effect.

If the Board of Trustees denies the recommendation for tenure, the Chair of AAF will notify the faculty candidate in writing of that fact and the rationale for the decision prior to January 1.

**Tenure Dossier**

The tenure dossier should include the following documents.

- Checklist for Faculty Tenure (Appendix D)
- Cover letter from the candidate, addressed to the Chair of AAF, highlighting qualifications, contributions, and potential for continued professional growth and development
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Six letters of support, at least three of which must be from outside the University
- Letters of support from students, when applicable
- Selective documentation of education, scholarship, and service

See Appendix D for a checklist of the required documents. See Appendix E for a checklist for tenure recommendations (provost office).

**Post-Tenure Review**

AAF tenured faculty are subject to post-tenure review in accordance with university policy as published in the MUSC Faculty Handbook 2011 (Section 6.05).



## End Notes

<sup>1</sup>The Academic Administrator is the unit head where the position or candidate is employed; for instance, Director of Libraries, Director of Center for Academic Excellence (CAE), etc.

<sup>2</sup>The terminal degree is determined by the prevailing standards in the faculty member's academic discipline. For example, the master's degree in library or information science from an American Library Association accredited program is the accepted terminal degree for most library faculty. In educational media, the master's degree is generally accepted as the terminal degree. For other disciplines, the appropriate terminal degree may be a doctoral degree in an academic discipline relevant to the individual's area of responsibility.

<sup>3</sup>Professional recognition is recognition by peers in one's own discipline, and possibly by those in other disciplines, for professional contributions. Examples include, but are not limited to, service on professional committees, task forces, review boards and panels, advisory boards, accreditation reviews; consultancies; publications in peer-reviewed journals; professional presentations; funded educational or research projects; invited contributions; professional office holder; and recipient of professional honors and/or awards.

<sup>4</sup>Peers include individuals in the candidate's own discipline/department, other faculty in the University, and professional peers outside the institution. Letters of support should address the candidate's contributions appropriate to the academic rank being sought.

## APPENDIX A

### MISSION AREAS AND EXAMPLES

There are three mission areas: education, scholarship, and service. The selected examples provided are intended to serve as guidelines and are not meant to be all-inclusive.

#### ***Education (teaching/instructional/academic support service) – examples of evidence:***

- Formal reviews (e.g., annual performance evaluations, appraisals of teaching or academic support service) by the Chair of AAF and/or immediate supervisor
- Evaluation/appraisal by faculty, students, administrators, affiliated professionals, and/or appropriate others
- Documentation of instructional service/educational support provided to faculty to improve teaching and/or students to improve learning
- Leadership/consultation in the design, development and/or use of instructional/educational resources for teaching, research, information systems, and/or clinical practice, in the University and/or externally
- Participation, consultation, and/or leadership in curriculum development, support, or implementation
- Participation, consultation, and/or leadership in interprofessional education, translational efforts, or team science
- Evidence of innovative approaches in academic support services
- Revision of methodologies and services in response to change
- Awards for excellence in or contributions to teaching-learning
- Documentation of formal and informal teaching activities: for example, a teaching portfolio
- Advisement/mentoring of students
- Service on thesis or dissertation committees

#### ***Scholarship (research/creative productivity) – examples of evidence:***

- Publications (articles, chapters, books, scholarly reports): peer-reviewed and non-peer-reviewed
- Presentations: peer-reviewed and non-peer-reviewed
- Internally and externally funded education and research projects
- Scholarship or research-based design and production of innovative educational products and services
- Service on editorial boards, manuscript review panels, study sections, advisory panels, etc.
- Awards/honors for scholarly or creative projects/products

#### ***Service – examples of evidence:***

##### ***University service – examples of evidence:***

- Service on departmental, college, and university committees, task forces, etc.
- Leadership roles and positions within the University
- Participation in strategic plan and university initiatives
- Letters documenting contributions

##### ***Professional/community service – examples of evidence:***

- Membership in professional associations and community groups appropriate to area of expertise/discipline

- Professional leadership, e.g., elected office, committee service
- Leadership positions or roles within the community appropriate to area of expertise/discipline
- Awards/honors for professional and/or community service
- Provision of community and continuing professional education
- Contributions to policy formation within a professional discipline and/or community
- Participation, consultation, and/or leadership in events, projects, or products promoting community health, and wellness
- Development of information resources (websites, workshops, posters, exhibits, etc.) promoting community wellness and health
- Letters documenting contributions

**APPENDIX B**

**CHECKLIST FOR FACULTY APPOINTMENT**

Name of candidate: \_\_\_\_\_

- Cover letter from Academic Administrator
  - Academic rank requested: \_\_\_\_\_
  - Track requested (tenure or non-tenure): \_\_\_\_\_
- Position Description as advertised
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Letters of reference obtained during recruitment
- Personal statement from candidate (for appointment to Associate Professor or Professor)

**APPENDIX C**

**CHECKLIST FOR FACULTY PROMOTION DOSSIER**

Name of candidate: \_\_\_\_\_

- Completed checklist for Faculty Promotion (this checklist: Appendix C)
- Cover letter from the candidate addressed to the Chair of AAF
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Evidence of education, scholarship, and service (Appendix A)

**APPENDIX D**

**CHECKLIST FOR FACULTY TENURE**

Name of candidate: \_\_\_\_\_

- Candidate's Academic Administrator met with the Chair of AAF
- Candidate met with the Chair of AAF
- Checklist for Faculty Tenure (this checklist: Appendix D)
- Cover letter from the candidate, addressed to the Chair of AAF
- Brief curriculum vitae (Appendix F)
- Current detailed curriculum vitae
- Selective documentation of education, scholarship, and service (Appendix A)
- Letter of recommendation from the Chair of AAF
- Letter of APT Committee to Chair of AAF
- Six letters of support, at least three of which must be from outside the University
  1. Letter of Support (external) from: \_\_\_\_\_
  2. Letter of Support (external) from: \_\_\_\_\_
  3. Letter of Support (external) from: \_\_\_\_\_
  4. Letter of Support (MUSC) from: \_\_\_\_\_
  5. Letter of Support (MUSC) from: \_\_\_\_\_
  6. Letter of Support (MUSC) from: \_\_\_\_\_
- Letters of support from students, when applicable

## APPENDIX E

### CHECKLIST FOR TENURE RECOMMENDATIONS (PROVOST OFFICE)

Tenure recommendations are presented for approval at the October Board of Trustee meeting. All materials are due to the Provost office no later than the third Friday of July. The materials necessary for the University Tenure Committee to review recommendations are listed below. The Tenure Committee will meet in August of each year. Incomplete packets will be returned to the Department Chair, which may delay tenure decisions.

*Note: Please send one electronic pdf copy to Robin Hanckel at [hanckelr@musc.edu](mailto:hanckelr@musc.edu) by the 3<sup>rd</sup> Friday in July.*

#### Candidates for Tenure Checklist of Materials:

- Letter of recommendation from the dean, indicating the basis for tenure
- Letter signed by Chair of the College APT Committee reporting results of review by college appointment, promotion and tenure committee indicating the basis for tenure
- Letter of recommendation from the department chair (and departmental review committee, if applicable) outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions to the MUSC community indicating the basis for tenure
- Personal statement outlining the significant past contributions to MUSC (or previous institution for new appointments) and expected future contributions/goals to the MUSC community indicating the basis for tenure, including contributions to service obligation, e.g., service on committees dedicated to institutional advancement
- Detailed current curriculum vita, including appointments, grants, publications, teaching and service
- Letters of recommendation that specifically recommend tenure and address the MUSC tenure criteria from at least three outside tenured (or tenure equivalent) faculty who can provide an unbiased assessment
- Evidence of teaching experience and effectiveness
- Evidence of experience and effectiveness in institutional service

Please refer to your college's criteria for tenure in addition to the University's criteria specified in the Faculty Handbook.

**APPENDIX F**

**BRIEF CURRICULUM VITAE: EXAMPLE**

MEDICAL UNIVERSITY OF SOUTH CAROLINA  
ACADEMIC AFFAIRS FACULTY  
ABBREVIATED CURRICULUM VITAE

			<b>Date:</b> <u>December 5, 2021</u>
<b>Name:</b>	<u>Doe</u>	<u>Jane</u>	<u>Anne</u>
	<b>Last</b>	<b>First</b>	<b>Middle</b>
<b>Citizenship and/or Visa Status:</b>	<u>USA</u>		
<b>Office Address:</b>	<u>123 Lowcountry Drive</u> <u>Mount Pleasant, SC 29466</u>	<b>Telephone:</b>	<u>(843) 123-4567</u>
<b>Education: (<i>Baccalaureate and above</i>)</b>			
<b><u>Institution</u></b>	<b><u>Years attended</u></b>	<b><u>Degree/Date</u></b>	<b><u>Field of Study</u></b>
<u>University of South Carolina</u>	<u>1990 - 1994</u>	<u>BFA 1994</u>	<u>Bachelor of Fine Arts</u> <u>(Art History)</u>
<u>University of Canada</u>	<u>2013 - 2015</u>	<u>MET 2016</u>	<u>Master of Educational</u> <u>Technology</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<b><u>Internship</u></b>	<b><u>Place</u></b>	<b><u>Dates</u></b>	
<u>n/a</u>			
<b>Faculty appointments: (<i>Begin with initial appointment</i>)</b>			
<b><u>Years</u></b>	<b><u>Rank</u></b>	<b><u>Institution</u></b>	<b><u>Department</u></b>
<u>2017</u>	<u>Instructor</u>	<u>MUSC</u>	<u>Academic Affairs Faculty</u>
<u>2019</u>	<u>Assistant Professor</u>	<u>MUSC</u>	<u>Academic Affairs Faculty</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<b>First Appointment to MUSC: Rank</b>	Instructor	<b>Date:</b>	January 1, 2017



## APPENDIX G

### POTENTIAL EVALUATORS

Candidates seeking promotion to Associate Professor or Professor must submit a list of potential evaluators, including evaluators' position descriptions and explanations of why evaluators would be appropriate. Evaluators should hold an equivalent or higher position or faculty rank than being sought by the candidate. The Chair of AAF will solicit letters of evaluation. The evaluators will be asked to describe their professional position and role, their relationship (if any) to the candidate, and their assessment of the candidate's qualifications for promotion based on AAF APT promotion criteria.

- Promotion to Associate Professor requires at least three letters (two external; one internal). Provide at least four potential external evaluator names and two internal evaluator names.
- Promotion to Professor requires at least four letters (three external; one internal). Provide at least five potential external evaluator names and two internal evaluator names.

Example list of potential evaluators:

1. Potential evaluator:
  - a. Name: *Jane Doe, PhD, MLIS, AHIP*
  - b. Contact information (mailing address, email address, phone number): *123 Campus Way, Townsville, SC 29411; janedoe@university.com; (843) 999-1234*
  - c. Position description: *Associate Professor, Research and Education Librarian, National University Medical Library*
  - d. Explanation why appropriate: *Dr. Doe would be an appropriate external evaluator because she serves in a similar role as my own. She is the librarian liaison to the National University School of Medicine and works with medical residents and fellows. Dr. Doe is active in professional associations, and currently serves as chair of the Medical Library Association (MLA) Hospital Librarians Caucus. She has co-authored several systematic reviews and her research interests are related the role of librarians in evidence-based practice and patient outcomes.*