



Review Process for External Reviewers

Overview of Role:

Your role as an external reviewer is to evaluate the candidate's scholarship and service to the profession in their application for promotion and/or tenure.

Phase 1: Receipt of Candidate Materials

Step A: Receiving Information from the Department Chair/Director

When the faculty member up for promotion and/or tenure has submitted their materials for review, you will receive an email from the Chair/Director letting you know the review is ready. That email will contain a unique link for you to use to access the materials and upload your review.

When you click the link, you will be prompted to **request a code** to access the materials. The code will only be active for five minutes and will be sent to the same email address as the initial letter. Once you enter the code, you should select **Accept & Start Review** in order to access the materials.

If you have any issues accessing the materials, please reach out to the Chair/Director.

Step B: Conducting Your Review

Once you have accessed the materials provided, you may open/download for your review using the Download button on the top right corner.

You can continue to access the materials by using the same link provided by the Chair/Director, and each time you attempt access, you will be prompted to receive another security code.

When you are ready to submit, you may upload your **Letter of Review** and your **CV** at the bottom of the review materials. You will also be required to confirm any potential conflict of interest.

When all materials are uploaded, click Submit in the top right.