

External Letters: Department Chair/School Director ONLY

The Department Chair (or, in rare cases, another administrator) will be in charge of soliciting external letters for those cases that require it (tenured and tenure-track promotion and tenure). In May, the candidate will enter the names and contact information of the reviewers, as well as the materials to go to the reviewers. They then advance it to the chair.

The chair will select the reviewers and create a URL link for them by selecting that option.

The chair then creates an email to the reviewer (either by clicking the "create email" link or outside the system) and pastes the link into that message. Correspondence between the chair and the reviewer will be by regular email, outside the system, but the reviewer will see the materials and upload their own review letter within DM. The workflow will remain in the chair's inbox until all of the required external reviews are complete, or August 1.

Once all of the external reviews have been uploaded by the reviewers, the chair clicks "Advance" from the action menu. This sends the workflow back to the faculty member candidate to upload their portfolio (but they do not see the external review letters). Since the portfolio is due by August 11, this should be advanced as soon as the reviews are in, but not later than August 1.