THE UNIVERSITY OF **TOLEDO** | **Office of the Provost**

Tenure and/or Promotion Reviews: Adding External Reference Letters by the Department Chair or Proxy

Department Chairs, or their proxy, will enter the external reference letters for faculty candidates. To do this, follow the instructions below. Note: this is not the time that Chairs review the candidate materials, this is only the step to submit the external reference letters for reviewers to access. <u>The letters will not be shared with the candidates within this system.</u>

Note: It is recommended to save the external reference letters as a pdf document titled, "External Reference Letter (1)" [continue numbering for each additional letter] this standard naming convention will help future reviewers.

1. Select 'Cases' under the left-hand menu bar. For the purpose of this step, scroll down to the section titled, 'Internal Sections' and select 'Add File' within the Letters of Reference box. Navigate to where you saved the reference letters for this candidate and select 'Save' once the file is added.
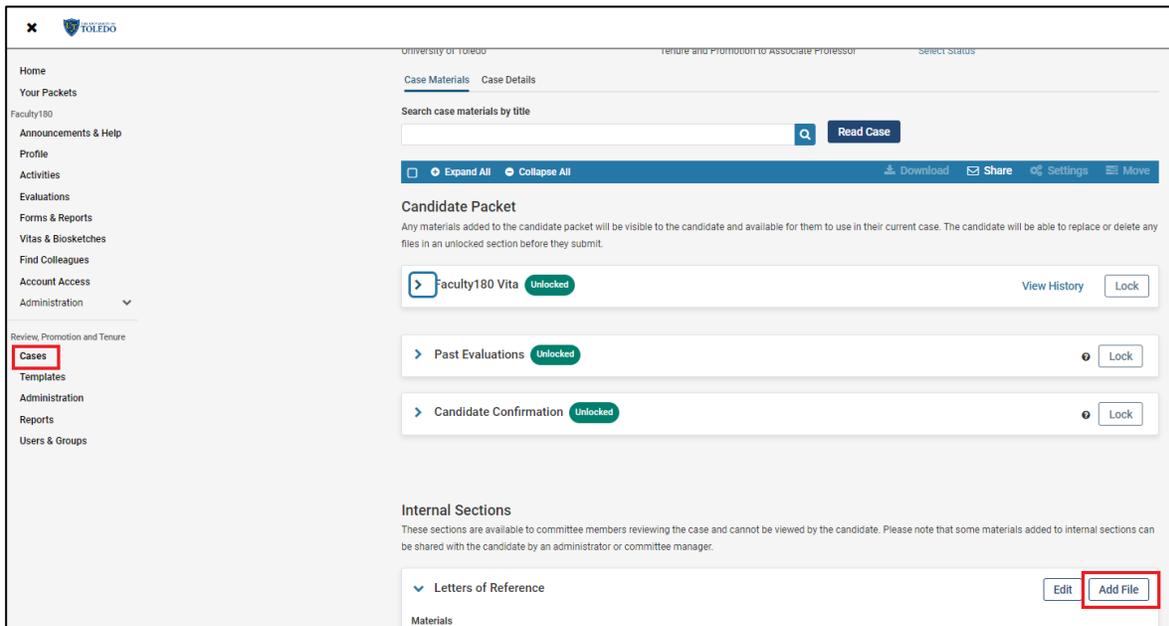
2. You can verify that the letters have been uploaded by scrolling down to the Internal Section and clicking on the hyperlinked document you attached.

Note: Per the promotion and tenure guidelines, external reference letters will not be shared with the candidate within this system.