

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.

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Home Your Packets Faculty180 Announcements & Help Profile Activities Evaluations Forms & Reports Vitas & Blosketches Find Colleagues Account Access	Case Materials Case Details Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials by title Image: Search case materials and Provide the Case materials and an analysis of the Case materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit. Image: Search case materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.	ny
Administration Review, Promotion and Tenure Cases Templates Administration Reports Usars & Groups	Past Evaluations (biocked	
	Internal Sections These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager. Letters of Reference Edit Add File Materials	

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.

 Letters of Reference 		Edit Add File
N aterials		
Title	Details	Actions
External Recommendation Letter (3)	Added Jul 22, 2022	Edit
External Recommendation Letter (1)	Added Jul 22, 2022	Edit
External Recommendation Letter (2)	Added Jul 22, 2022	Edit

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