

External Letter Submission Process & Document Naming Convention

The following documents must be uploaded in the Cover Sheet for External Recommendation Section:

- List of the external reviewers who were nominated by the candidate versus those nominated by the department, and the criteria used to request evaluations from specific reviewers.
- Procedure for choosing external reviewers.

The following document(s) must be uploaded in the Sample Letter Sent To Reviewer section:

- Letter (or letters) requesting the evaluation.

The following document(s) must be uploaded External Reviewer Letters section:

For each reviewer:

- A curriculum vita or biographical statement describing the reviewer's credentials.
- The reviewer's evaluation of the candidate.

Note: A statement of any relationship between a reviewer and the candidate should be included in the list of external reviewers or the reviewer's evaluation.

Please use the following naming convention so that the documents are easily distinguishable:

- List of External Reviewers.pdf
- Procedure for Choosing External Reviewers.pdf
- Letter Requesting Evaluation.pdf
- Reviewer 1 CV_LastName_Institution.pdf
- Reviewer 1 Evaluation_LastName_Institution.pdf
- Reviewer 2 CV_LastName_Institution.pdf
- Reviewer 2 Evaluation_LastName_Institution.pdf

Optional: If your department collects other documents such as student or peer teaching reviews that must be kept confidential (i.e., not viewable by the candidate) they may be attached here as well. Please use a naming convention for the files similar to those described above (e.g., solicited student letter 1.pdf).

Caution: Please do not submit the External Letter Submission step until all letters have been attached. You may upload documents multiple times. However, you can only submit the External Letter Submission step once.