This video tutorial will demonstrate how to upload three types of documents related to external review letters:

1. The Cover Sheet for External Recommendation Section. This document is required by the Faculty Handbook (4.4.6): “The department committee shall include a separate document in the external letters section of the dossier, identifying the specific external reviewers who were nominated by the candidate versus those nominated by the department, and the criteria used to request letters from specific reviewers.”

2. Sample Letter(s) Soliciting External Reviews.

3. The External Review Letters and Reviewer CVs. Naming conventions for these files are described in a guidelines document on the Faculty Affairs Web site.
Click on the name of the faculty candidate that you wish to review. The eBinder Status column shows the current status of the candidate in the P&T process.

The faculty candidate’s current employment information appears on the top of the page.
The left side panel will show the current review step for the eBinder. Steps will get checked in green when completed.

An asterisk * will appear in each section that needs to be completed by the committee chair/administrator or administrative designer.
Click on the View Form button to view the faculty candidate’s confirmation of the rank/tenure option sought.

This section shows the faculty candidate’s Promotion/Tenure option sought.
Click on the Return Without Save button to return to the main eBinder page.

Click on the View All button to view the faculty candidate's evidential material and attachments as one consolidated PDF document.
Alternatively, click on the View Section button to view the attachments in that section as one consolidated document.

If you are a committee chair or admin designee, click on the Upload PDF button to attach PDF documents in each section of the External Letter Submission step. A guide document related to the external letter submission process is available on the Faculty Affairs website.
In the Cover Sheet for External Recommendation Section, upload the list of external reviewers as well as a document that outlines the department's process for soliciting external reviewers in accordance with Faculty Handbook section 4.4.6.

Upload the sample letter (or letters) sent to external reviewers requesting the evaluation.
Upload the External Reviewers’ CV documents and evaluations in this section. When uploading documents in this section, use the naming conventions recommended in the external letter submission process guide available on the Faculty Affairs website.

Browse and upload the attachments as separate PDF documents.
To upload multiple PDF documents, click the Add Additional Document button.

The uploaded document name will appear on the page.
Then click on the Upload PDF button.

To change the display order of the documents, click the Change Attachment Order button.
Indicate the desired new display order, if applicable. Click Update Order button when done.

Documents will now appear in the new chosen order.
To complete the External Letter Submission step, click on the View Form button in the Summary Cover Sheet for Promotion and Tenure section.

Enter 99 in the Total Votes column and the N/A column.
Click on the Save & Return button.

Click OK to proceed with the External Letter Submission process.
Once you have uploaded all the external letter documents and completed the summary cover sheet, click the Submit button.

Click on the Confirm button to validate that you are ready to submit the External Letters.
Click the Return button to proceed to the next step of the process.

The step External Letter Submission will now be shown with a green checkmark indicating that the step has been completed. The Department Committee review can now commence.
The eBinder has now moved to the Department Committee Review step. The documents uploaded in the External Review step will be available to all reviewers in the current P&T process.

For questions about this process, please contact the systems administrator at facultypromotion@udel.edu.