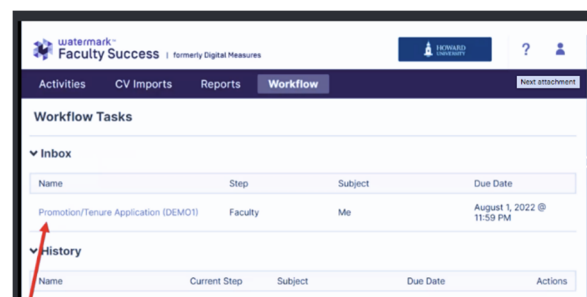
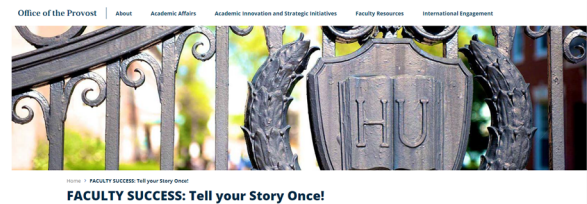
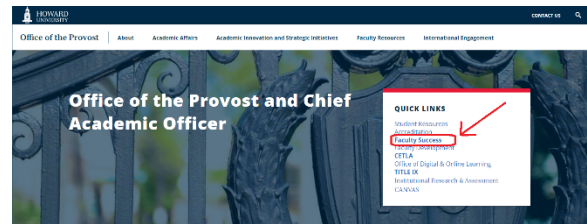
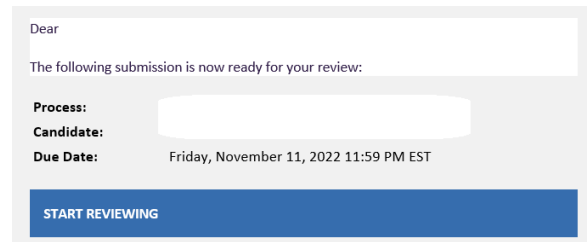


Title: Adding External Reviewer Recommendations to the Promotion and Tenure Candidate Applications

Objective: The Promotion and Tenure candidate will add External Reviewers to the Promotion and Tenure application

Prepared by: Bonnie Adams

- Once notified by email that the **Promotion and Tenure** application is available, the candidate can log into Faculty Success to view the application.
- Faculty Success uses the **Howard Single Sign On (SSO)** process, so please sign on with your **howard.edu** account before proceeding. The easiest way to do this is:
Open your browser (Chrome is suggested)
 - Go to the [Howard University Provost's website](#) and select Faculty Select from the Helpful Links section (clicking the link in this step will take you there automatically).
 - Scroll down the Faculty Success page to the **Faculty Success Login icon**
 - This will walk you through the **Howard Single Sign On (SSO)** process.
 - Once you have authenticated your Howard ID, you will automatically be logged into Faculty Success.
- Once logged in, documents can be accessed from the Workflow Inbox.



Faculty Affairs

- The applicant will suggest External References who will send letters of reference. Fields marked with a red asterisk (*) are required.
- External reviewers need to be sent an invitation and link to the packet for their letter of reference upload.**

- The candidate should include two (2) or more suggested reviewers that meet the criteria.

- From the **Actions** button, select **“Submit to Department Chair to Confirm Position”**

- The application can then be tracked by monitoring the Workflow History

Should you have any questions, please contact facultysuccess@howard.edu

TipSheet: Promotion and Tenure- Adding External Reviewer Recommendations

Faculty External Reviewer Recommendations Step - Bonnie Adams Submitted June 27, 2023 by Bonnie Adams

Workflow Tasks

▼ Inbox

Name	Step	Subject
No Data to Display		

▼ History

Name	Current Step	Subject
4/8/2022 DEMO Initial Appointment Faculty Application	Provost's Office to Confirm File is Complete	Me