

Faculty Affairs

Title: Chair to Acknowledge Recommended Reviewers to the Promotion and Tenure Candidate Applications

Objective: The Department Chair will acknowledge the recommended reviewers in the Promotion and Tenure application to move the application forward.

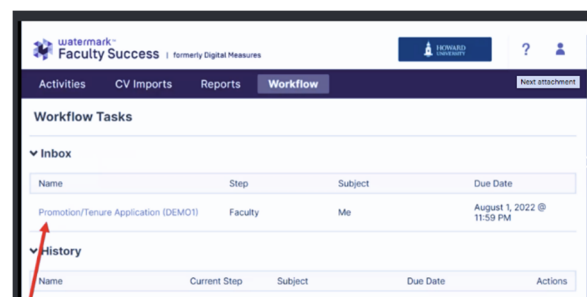
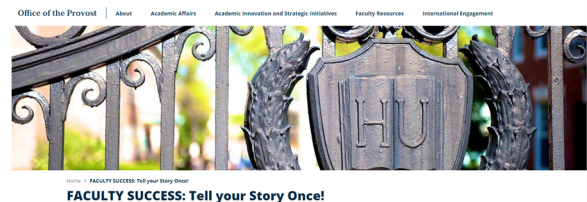
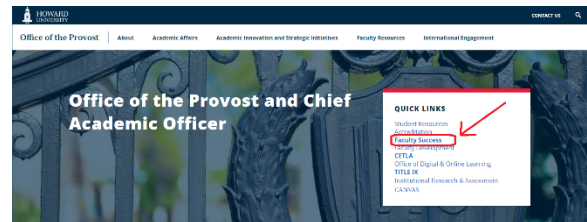
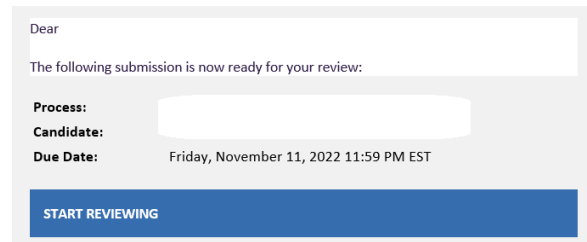
Prepared by: Bonnie Adams

1. As the chair you will receive a notification from Faculty Success when the candidate has submitted the external reviewer recommendations.
2. 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.

3. Once logged in, documents can be accessed from the Workflow Inbox.

Tipsheet: Promotion and Tenure- Chair to Acknowledge Recommended Reviewers



4. As chair, the reviewers at this step will not be able to be viewed because of the way the system is set up by Watermark. However, a PDF of the reviewers will be sent to you by the Faculty Success team.
5. if you have not yet received the document of external reviewers please email facultysuccess@howard.edu
6. Please read the statement and acknowledge that you have received two eligible external review recommendations from the candidate.
7. To acknowledge that you have checked the external reviewers and they meet the requirements above, please go to the **ACTIONS** dropdown and click **SUBMIT TO FACULTY TO SUBMIT APPLICATION**. If the provided external reviewers do not meet the criteria, please select the **SEND BACK** option to return the application to the candidate for correction.
8. Over the summer, please solicit recommendations of additional external reviewers from the department APT committee or school/college APT committee (in schools without departments). You can then communicate with all potential external reviewers by email or phone to gauge their availability to submit a review. Please make sure you have received commitments from at least four external reviewers.

Suggested Reviewers

Full Name	University/Institution
External Reviewer1	University 1
Title	Rank
Title 1	Rank 1
Email	Phone Number
Email1@gmail.edu	202.555.1111

Comments
 External reviewers must (1) be experts in the candidate's area of research or creative production; (2) be affiliated with a research university other than Howard University or a comparable institution (e.g., federal agencies, such as NIH, NSF, NEA, HESA, national laboratories, such as Brookhaven National Laboratory, Fermilab, policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association); and (3) except in exceptional circumstances and subject to the review of the individual school/college, hold academic appointments at research universities or other comparable institutions at least at the rank the candidate is seeking (i.e., at least be holders of the academic rank of Associate Professor, or its equivalent, or higher).

Full Name	University/Institution
External Reviewer2	University 2
Title	Rank
Title 2	Rank 2
Email	Phone Number
Email2@gmail.edu	202.555.1222

Comments
 External reviewers must (1) be experts in the candidate's area of research or creative production; (2) be affiliated with a research university other than Howard University or a comparable institution (e.g., federal agencies, such as NIH, NSF, NEA, HESA, national laboratories, such as Brookhaven National Laboratory, Fermilab, policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association); and (3) except in exceptional circumstances and subject to the review of the individual school/college, hold academic appointments at research universities or other comparable institutions at least at the rank the candidate is seeking (i.e., at least be holders of the academic rank of Associate Professor, or its equivalent, or higher).

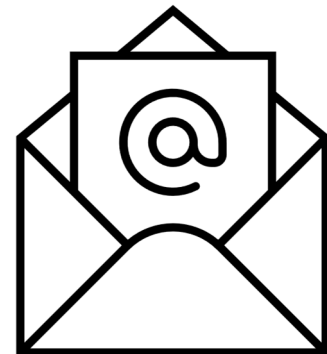
Full Name	University/Institution
External Reviewer3	University 3
Title	Rank
Title 3	Rank 3
Email	Phone Number
Email3@gmail.edu	202.555.1333

Comments
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CHAIR ACKNOWLEDGEMENT

Please acknowledge that you have received two eligible external review recommendations from the candidate. External reviewers must (1) be experts in the candidate's area of research or creative production; (2) be affiliated with a research university other than Howard University or a comparable institution (e.g., federal agencies, such as NIH, NSF, NEA, HESA, national laboratories, such as Brookhaven National Laboratory, Fermilab, policy institutes, such as Brookings Institution, Rand Corporation, the Wilson Center; national professional organizations, such as American Psychological Association, American Medical Association, American Historical Association); and (3) except in exceptional circumstances and subject to the review of the individual school/college, hold academic appointments at research universities or other comparable institutions at least at the rank the candidate is seeking (i.e., at least be holders of the academic rank of Associate Professor, or its equivalent, or higher).

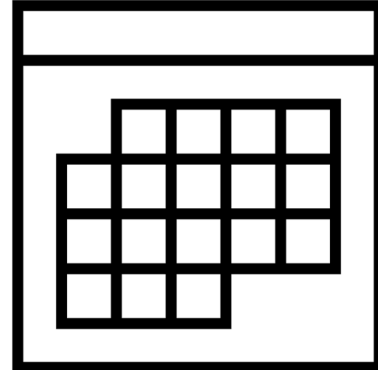
To acknowledge that you have checked the external reviewers and they meet the



9. Once the candidate has submitted their complete application (on or before **July 31, 2023**), you should log into Faculty Success and enter external reviewers' names and contact information. Then, you can obtain a unique link for each reviewer (in Faculty Success) to view the candidate's application and submit their review. The deadline to upload the names of the external reviewers and send the links through Faculty Success is **August 7, 2023**. Please communicate to the external reviewers the importance of having them complete the review on or before **September 29, 2023**.

10. The application can then be tracked by monitoring the Workflow History

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



Workflow Tasks

✓ Inbox

Name	Step
Faculty Performance Evaluation System (FPES) 00 TEST	Faculty

✓ History

Track your application here

Name	Current Step	Subject
DEMO Decanal Evaluation (duplicate)	Associate Provost	Me
03/29 DEMO (TEMP) Initial Appointments SWOD	Completed	Me
DEMO Reappointment Faculty Application	Completed	Me