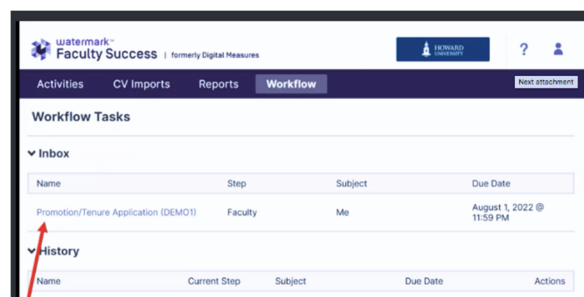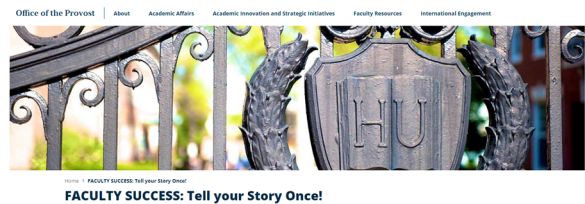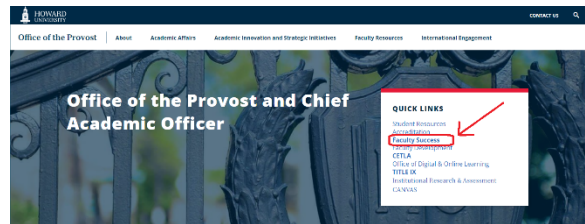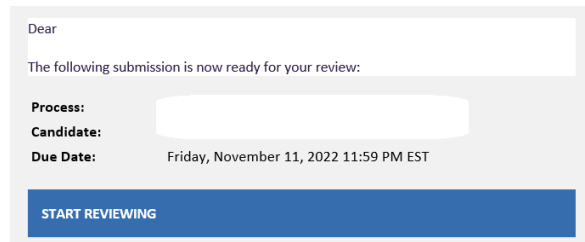**Title:** Department Chair to Request External Reviews

Objective: The Department Chair will add and request external reviewers, compiling the review letters and submit the Promotion and Tenure application to the APT committees.
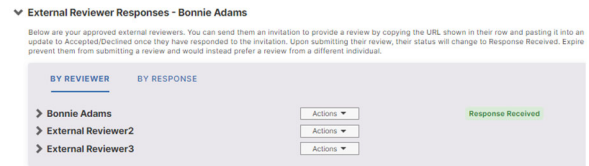
Prepared by: Bonnie Adams

1. As the Department Chair you will receive a notification from Faculty Success when the Candidate has submitted the application for review.

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.

4. Once you have opened the Faculty application for Promotion and Tenure, you may choose to collapse the Faculty External Reviewer recommendation step and the Chair to Acknowledge Recommended Reviewer step by closing the caret so that all that is visible is the Faculty to Submit Application Step.

5. This will show:
- Application Type
- Position Information
- If there is a Tenure Clock Extension with the Tenure Clock Extension attached

6. The ePortfolio of supporting documentation, including the CV and Faculty Activity report, are also available.
Please make sure to open these.
If they are incomplete, please use the **Action** button and Send Back to Previous to have the faculty member update the documentation

7. Clinical Instruction and Professional Practice CET Faculty only should have a file upload in the next section

8. Under Additional Supporting Documentation are any documentation that the faculty members have uploaded as support. Please open and view the documentation.

Aggregated External Reviewers:

8. To approve or skip each external reviewer determines what individuals appear in **the External Reviewer Responses** section.
Each reviewer must be approved, which will then allow a unique link to be generated that will provide access to the reviewer so they can then evaluate the candidate's ePortfolio materials in Faculty Success. The reviewer will also be able to upload the review letter directly into the ePortfolio.

9.   **This link should be sent via email.**
 It will not be sent automatically through Faculty Success.

10. Listed reviewers are provided by the candidate. The reviewers that the Department Chair has contacted over the summer need to be added.
Click on **ADD Reviewer**.
Add in the Name, University / Institution, Title, Rank, Email, Phone number and any comments (fields marked with a red asterisk * are required fields). Click **Add & Approve**.

11. Once reviewers are approved, scroll down to the **External Reviewer Responses** section.
Click on **Actions** and select **Open Details**.

12. Use the information in this window to generate a unique URL for the external reviewer. This URL is what the external reviewer will use to access and review the ePortfolio for the Promotion and Tenure candidate, and then upload the letter within the Faculty Success ePortfolio.
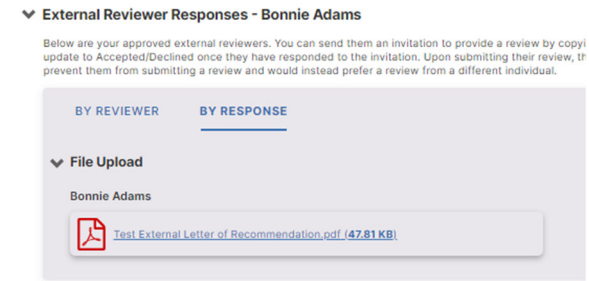
13. When a letter of recommendation is received the External Reviewer Responses will show Response Received.

14. To view the letter, change the view from **By Reviewer to By Response**
Click to expand the File Upload section.
These letters will be viewable by committees and committee members throughout the process.

15. When all letters are present go to the **Confirmation of Position** and affirm that you have reviewed the application, that the faculty rank, title, and appointment type are correct, and that the application is complete.

Confirmation of Position Information

I have reviewed the application and I affirm that the faculty rank, title and appointment type are correct, and the application is complete.

| Yes | ⌄ |

16. Any review letters that were obtained outside of Faculty Success (that the external reviewers sent to you via email instead of uploading to the portfolio), can be dropped in this Review Letters Obtained Outside of Faculty Success file upload section

External Reviewer Recommendations

In addition to the candidate's two external review recommendations, the department is also required to recommend the names of two external reviewers to each provide an objective evaluation of the applicant's scholarship. 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, HRSA; 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 bylaws 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., all should be holders of the academic rank of Associate Professor, or its equivalent, or higher).

Please send the invitation to review the candidate's credentials to all four external reviewers (two candidate recommendations and two department recommendations). If you receive reviews outside of Faculty Success, you may upload them below.

Review Letter(s) Obtained Outside of Faculty Success

Drop files here or click to upload

Test External Letter of Recommendation.pdf (47.81 KB)
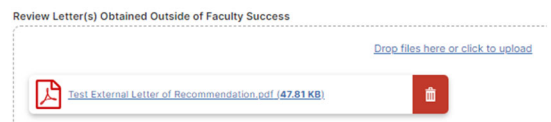
17. Once you affirm that four sufficient external review letters have been received, click the drop down for "Yes." This will allow the application to be submitted to the APT committees and move the application on in the process
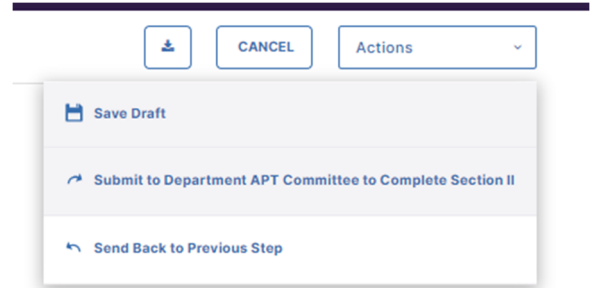
I affirm that four (4) sufficient external review letters have been received. •

| Yes | ⌄ |

18. Once all documentation has been added please click on the **Action** button and click **Submit to Department APT Committee to Complete Section II.**
This step will move the application to the Department APT for review.

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

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